Workplace Culture Assessment Tool

Every workplace has a culture -- a set of group expectations, behavioral norms, and social customs that governs what goes on and how it is interpreted. Some aspects of a workplace culture reflect the priorities and style of the management, while other aspects develop among the workforce and are not directly associated with the production aspects of the job. Some aspects are written down, others are more informal and may even be done without conscious awareness. Learning the workplace culture is an important aspect of socialization for new employees. Following key elements of the culture is one of the ways employees come to feel that they "belong," and largely what people mean when they speak of someone being "included" at a work setting. The sense of "fitting-in" is central to job adjustment and satisfaction - work-culture fit is critical for a good job match.

While every workplace has a culture, some cultures are "stronger" and may extend to more aspects of the setting, involve employees more fully, and offer more support. Certain cultures offer more possibilities for inclusion.

This **Workplace Culture Tool** helps you assess whether a new employee (your client) is taking full advantage of social inclusion opportunities at his / her job.

Use the following chart to note your observations. Also talk with the worker and other employees to gather info during in-person visits to the worksite.

Then summarize your experience per instructions at the end of this assignment.

Trainee's Name: _____   Consumer's Initials: _____

Job Site: _____

Date of visit(s): _____

		Details / Comment:	Strategies to increase inclusion:
1. Are there other workers who have the same jobs in the work area or group?	no yes ☐ ☐		
2. Have most of the workers been with the company for a year or more?	no yes ☐ ☐		
3. Are there some tasks that two or more workers perform together to complete?	no yes ☐ ☐		
4. Are there certain tasks at work that almost everyone does?	no yes ☐ ☐	If yes, describe:	
5. Is there a time during the day when workers are more likely to: - talk socially? - help one another with work?	no yes ☐ ☐ ☐ ☐		

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		Details / Comments:	Strategies to increase inclusion:
6. Is there a set work schedule?	no ☐ yes ☐	If yes, Start_____ End_____	
7. Is there a time during the day when workers tend to socialize more?	no ☐ yes ☐	If yes, describe:	
8. Are there particular places where workers tend to socialize more?	no ☐ yes ☐	If yes, where?	
9. Do workers eat lunch together?	no ☐ yes ☐	If yes, schedule and routines:	
10. Are there other break times shared by coworkers?	no ☐ yes ☐	If yes, schedule and routines:	
11. Do most workers know a co-workers birthday or spouse's name?	no ☐ yes ☐		

		Details / Comments:	Strategies to increase inclusion:
12. Did coworkers receive help last week to: -remember something? -finish a task? -talk about a personal problem? -figure out a work problem?	no yes ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐		
13. Do employees recognize or celebrate any special occasions, such as birthdays?	no yes ☐ ☐	If yes, events and routines:	
14. Are there staff or employee meetings?	no yes ☐ ☐	Type and schedule:	
15. Do workers learn their jobs from: -an orientation session? -a co-worker mentor? -a formal company training program?	no yes ☐ ☐ no yes ☐ ☐ no yes ☐ ☐	If yes, type and how arranged:	

			Details / Comments:	Strategies to increase inclusion:
16. Do coworkers typically play any pranks on a new employee as a type of initiation?	no ☐	yes ☐	If yes, describe:	
17. Are there special terms or language used by the workers?	no ☐	yes ☐	If yes, list:	
18. Is there equipment many workers share the use of, like a fax machine or a mop?	no ☐	yes ☐	If yes, list:	
19. Do workers go to their supervisor to talk over work problems?	no ☐	yes ☐		
20. Is worker job performance reviewed by the supervisor?	no ☐	yes ☐	If yes, schedule and format:	
21. Do supervisors ask workers for their opinions or suggestions?	no ☐	yes ☐		
22. Are there aspects of the job that the supervisor pays extra / special attention to?	no ☐	yes ☐	If yes, describe:	
23. Do workers feel that the company responds to individual worker needs and preferences?	no ☐	yes ☐		

	Details / Comments:	Strategies to increase inclusion:
24. Does the company sponsor any social activities like an annual picnic, or any sports teams? no ☐ yes ☐	If yes, describe:	
25. Are any items issued to employees (locker, key, uniform)? no ☐ yes ☐	If yes, list:	
26. Is there a typical means for getting paid at the job? no ☐ yes ☐		
27. Do workers ever get together outside of work? no ☐ yes ☐	If yes, describe:	
28. Is there a particular code of dress or appearance for employees? no ☐ yes ☐	If yes, describe:	
29. Does the company sponsor or assist with: no yes - Employee Asst. Program? ☐ ☐ - carpooling / transp. Discounts? ☐ ☐ - special awards or incentives? ☐ ☐ - "flextime" work schedules? ☐ ☐ - wellness or fitness program? ☐ ☐ - child care? ☐ ☐ - other supportive program? ☐ ☐	Describe:	

			Details / Comments:	Strategies to increase inclusion:
30. Are there company or department rules and policies everyone must follow?	no ☐	yes ☐	If yes, what are they?	
31. Are worker's names publically listed, such as on mail slots, doors, or posted schedules?	no ☐	yes ☐		
32. Are there any social customs workers follow to fit in socially (e.g. coffee fund)?	no ☐	yes ☐	If yes, describe:	
33. Is there support for advancement and career development within the company?	no ☐	yes ☐		
34. Over all, do workers feel that this is a good place to work?	no ☐	yes ☐		

Summarize how the worker can take advantage of your findings in this assessment. Which areas strike you as most powerful? Where are there gaps, or important opportunities missing? What are some concrete steps you can take to maximize the inclusion potential for this individual?