

Business Functionality Assessment

For each of the following questions, please rate your level of agreement to the statement based on a scale of 1-7, where 1 is strongly disagree and 7 is strongly agree.

	Strongly Disagree ←-----→				Strongly Agree		
	1	2	3	4	5	6	7
1. I'm often frustrated by the amount of time that gets wasted on "people" problems.							
2. I frequently notice problems occurring with teamwork.							
3. I regularly communicate my concerns with the person directly impacting me.							
4. My relationships at work enhance my ability to do a good job.							
5. I'm often concerned that we could lose our best employee(s).							
6. I typically address any conflict/problem with the person causing the problem right away.							
7. I could be more productive if everyone was working together.							
8. Conflict or problems between staff members are addressed before an issue can spread.							
9. I am aware that morale is low among staff.							
10. I often feel that workplace behavior more closely resembles Jr. High.							
11. In my opinion, people are treated fairly.							
12. I typically find that meetings (Board, department, team, etc.) are helpful and productive for doing my job.							
13. I feel fearful about addressing "people" problems on my own.							
14. I typically feel prepared to communicate with others about conflicts/problems.							
15. I often feel that communication in our company is compromised.							
16. I regularly notice that we team together successfully to solve a problem.							
17. Much of the time I feel angry and/or resentful about events at work.							
18. I often feel out of the loop when it comes to getting important information.							
19. I frequently contemplate leaving my job.							
20. I feel confident that my colleagues/co-workers like and respect me.							

Response Key

	1-2	3	4	5	6-7
1	Green	Green	Grey	Yellow	Red
2	Green	Green	Grey	Yellow	Red
3	Red	Yellow	Grey	Green	Green
4	Red	Yellow	Grey	Green	Green
5	Green	Green	Grey	Yellow	Red
6	Red	Yellow	Grey	Green	Green
7	Green	Green	Grey	Yellow	Red
8	Red	Yellow	Grey	Green	Green
9	Green	Green	Grey	Yellow	Red
10	Green	Green	Grey	Yellow	Red
11	Red	Yellow	Grey	Green	Green
12	Red	Yellow	Grey	Green	Green
13	Green	Green	Grey	Yellow	Red
14	Red	Yellow	Grey	Green	Green
15	Green	Green	Grey	Yellow	Red
16	Red	Yellow	Grey	Green	Green
17	Green	Green	Grey	Yellow	Red
18	Green	Green	Grey	Yellow	Red
19	Green	Green	Grey	Yellow	Red
20	Red	Yellow	Grey	Green	Green

Using the answer key to the right, you can “score” responses to the survey. For each response to the questionnaire, please mark the appropriate box on the key to the right.

This key will help you to see when a score is of low, medium, or high concern based on the respective colors of green, yellow and red. Green zones designate safe or healthy workplace behaviors. By contrast, yellow and red responses denote problems. The more responses that are in these yellow and red zones, the greater the level of workplace issues that exist.

Further evaluation and consultation*, including a cluster reading, is recommended when several or key respondents answer with more than 3 “red” responses, or 5 “yellow” responses.

*Consultative fees are applicable to any additional services provided within 60-days of initial meeting. Please contact us for additional details.