

3 MINUTE ASSESSMENT

I. **INTENT:** This simple and powerful tool can be used by rehabilitation, educational and other care organizations to stimulate positive strategic discussions at the team or overall organizational level. It can also be used in strategic planning, visioning or focus groups to identify opportunities and priorities or areas requiring additional study.

II. **INSTRUCTIONS:**

- The Assessment will be more effective if multiple members of your organization or team participate.
- One advantage of this tool is that it is intended to be completed quickly.
- When utilizing the assessment a rating scale of 1 to 10 (1 indicating you strongly disagree and 10 indicating you strongly agree) should be used.
- The form should be completed within three minutes.
- Respond with immediate impressions. Gut reactions are expected and will prove to be most helpful.
- If there is difficulty responding to one of the questions due to limited experience, lack of knowledge, etc., do not labor over the question, simply respond with n/a (not appropriate) and move on.

III. **ASSESSMENT:** For each question, circle the number that best fits your agreement with the statement.

1. In this organization, company loyalty is high.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
2. Staff meet frequently enough with their supervisors to focus on more than just pressing matters.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
3. Front line staff are highly skilled in positive behavioral approaches to challenging behaviors.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
4. I am very satisfied with the overall effectiveness of our staff.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
5. Staff are very satisfied with the organization's decision making processes.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
6. Supervisors do a good job of directly observing the performance of their direct reports.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
7. When I walk through our service locations, I observe active engagement in individualized activities and/or services.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree

8. Customers are thrilled with the level of caring demonstrated by our staff.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
9. The organization effectively reduces job stress and tension.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
10. Supervisor to supervisee ratios enable supervisors to give each employee the coaching and support time they need for peak performance.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
11. When I walk through our service locations it is obvious that employees love their jobs.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
12. The organization has a clear, written Vision (where we are going).
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
13. The organization has written and very clear statements of Core Values (principles upon which policies and decision are made).
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
14. The organization does a good job of recruiting great employees who clearly demonstrate the organization's Vision and Values.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
15. Staff put more emphasis and spend more time on preventing behavioral problems than on reacting to them.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
16. Supervisors have characteristics of sound coaching and support versus characteristics of traditional managers/bosses.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
17. Communication is open and flows freely within the organization.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree

18. Staff are thrilled with our organization’s performance review system.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
19. Staff are highly skilled in task analysis.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree
20. Management staff work very well together and set a great example for everyone else.
Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree

IV. KEY AREAS OF DEVELOPMENT:

- A) Personal Priorities: Of the 20 topics posed in the questions above, please identify the three areas you, personally, believe are the most important for your team or organization and list those in the spaces below. This may involve focusing on a response you rated low in order to bring it up to a more satisfactory level OR you may want to focus on an area that is already rated high but which you would like to see even higher.

- 1) _____
2) _____
3) _____

- B) Team/Organizational Priorities: Once each member of the group has completed this assessment and item number IV,A above, it is recommended the team meet to discuss the results and identify priorities. Based on this discussion the group should then come to consensus on the top three priority areas for the team or the overall organization and one member should list those in the space below.

- 1) _____
2) _____
3) _____