



Workplace Self-Assessment

Helping you get a sense for what's working, what's not and how to start to create some shifts within your workplace – to build a more connected, satisfying, and fulfilling work & life.

Instructions

1. Take the assessment!
2. Go through and count up from each section
3. Notice any difference between the 3 areas
4. Go through your responses for specifics
5. Category-based questions and recommendations

To the right of each sentence, write one of the 5 options below:

- Most of the time
- Sometimes
- Rarely
- Never
- Not sure/not applicable

Appreciation & Morale

- I feel proud of the work I do.
- The way I am treated makes me want to do my best.
- I feel supported as both an employee and a person.
- We take time to celebrate when we reach goals.
- I feel appreciated.
- I believe morale on our team is high.
- Our time and energy are used efficiently.
- I feel motivated to give my best effort.

Communication & Clarity

- I have the information I need to do my work well.
- Our team's goals are communicated clearly.
- Leaders' words match their actions.
- What is expected of me feels realistic.
- I understand my role in group settings.
- Group meetings are worth the time.
- When problems come up, we have a clear way to solve them.
- Feedback is welcomed, responded to and acted on.
- I feel included in decisions that affect me.

Support & Growth

- Training prepared me well for my work.
- I am encouraged to learn new things and grow.
- Someone checks in with me about how I am doing.
- We assume good intent and trust each other
- I am able to do my best work without navigating around barriers.
- I can manage my workload without feeling overwhelmed.
- The team is tackling its challenges effectively.

For areas you answered “Most of the time”

This is a strength — something that’s working — worth celebrating, and maybe something you can build on elsewhere

- What might be making this work well? (Keep these in mind as we go through the rest as they might help you come up with ways that things could work better, feel smoother or run easier).
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For areas you answered “Often”

Things are **generally working well**, with room to perfect .

- Make this something you can count on more consistently.
 - Ask yourself: “What would make it easier for everyone to do their best work?”
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For areas you answered “Rarely”

This happens sometimes, but not always — which can be confusing or frustrating

- If this happened more consistently, what difference would it make?
 - Any ideas on what’s preventing this from being more reliable?
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For areas you answered “Never”, there is a **noticeable gap** between the current state and what you are needing.

- What specifically is missing? – What impact is that having?
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For areas where you answered “Not sure/not applicable”: For the sentences that had you saying “I am not sure”, take some time to reread them and ask yourself *why* you feel unsure. If you feel unsure because you haven’t thought about your workplace in this way, a-okay. “Take” this assessment to work with you this week. Use it to help you focus on the questions and categories and come back to it after you have had a week or two to feel into your work experience.

Category-Based Reflective Questions:

Appreciation & Morale

Recognizing achievements or expressing gratitude more often or in a more meaningful way

- Which 1-2 things are most important to you? (example: celebrating wins, clarifying expectations).
- Maybe you receive no recognition/celebration or are needing recognition/celebration in a different way (publically versus privately)
- What specific things are discouraging and why?
- Ask what types of celebrations/recognitions are possible when reaching goals
- What would be a meaningful goal for me?

Communication & Clarity

Where expectations or information could be clearer

- What information related to your job, are you needing and do not have?
- What could make your goals clearer?
- What's the difference you are seeing between leadership's words and actions?
- Where is time used ineffectively?
- Do you know who to go to when you have a problem?
- What decisions have been made that seem to have unintended or negative consequences for you in your role?

Support & Growth

Opportunities for training, mentorship, or skill-building that could benefit you and/or the team.

- What could be improved in hiring?
- What skills do you want to have or ways you want to grow? What are the barriers?
- What are specific examples of ways you feel trust has broken down?
- When ____ happens, I lose motivation.

How to get the conversation started:

See when your supervisor can set aside 15-45 minutes to talk.

Provide some context on the meeting

- “I have been feeling a bit frustrated/disconned/drained and wanted to meet to talk about it and see what opportunities there are.”

Share what you have noticed isn't happening or what isn't working, how it is affecting you/your team and that you'd like to talk about it to see if there are any shifts that can be made.

- “I noticed ___ isn't happening consistently, which affects us _____, what are some ways we can make adjustments so things work better?”
- Let your supervisor know the effect it has on you and your team, ask if there's a reason behind it and also if things can be adjusted to be more consistent (example: schedule regular check-ins, routine goal celebrations, more frequent feedback, ordering supplies more often so you don't run out mid-week).
- Share small ideas with your manager or team (example: clarifying roles, adding a check-in process, recognizing achievements more publicly).

I hope this exercise gave you a few ideas for small, doable changes that can make a difference in how you experience your work or gave you a reminder that you have the power to make adjustments in your day to day life and feel more engaged in the work you do.

This stuff isn't about overhauling everything overnight. It's about using your agency — one reflection, one conversation, one shift at a time — to create a workplace that feels a little more supported. Small shifts ripple out, shaping the mini cultures around you.

Let something bloom 