

Departmental Recognition Needs Assessment

As a manager, take this survey and grade yourself on a scale from 1-5 (see key above right) on how frequently you accomplish these tasks.

Then, print the second survey below and pass it out to your employees. Have them grade you from 1- 5 on how frequently they think you accomplish these tasks.

Please be sure to make it anonymous to ensure that your employees are honest in their opinions. Compare how you scored yourself to how they scored you. By doing so, you will get an accurate view of your department's current attitude of gratitude and how to improve!

1. I keep my employees informed about our overall organizational plans and operating results.
5 4 3 2 1
2. When I ask my employees to accomplish something, I specify the end result wanted rather than specifying how to do it. (Induces creativity)
5 4 3 2 1
3. I keep my employees informed on how they're doing on the job.
5 4 3 2 1
4. I provide support and backing to my employees.
5 4 3 2 1
5. I express my displeasure and concern to my employees whenever they do not achieve expected results.
5 4 3 2 1
6. I am accessible to my employees and easy to talk to, even when I am very busy and under pressure.
5 4 3 2 1
7. I have thorough discussions with my employees to help them learn from their success and failures.
5 4 3 2 1

5 Always
4 Almost Always
3 Sometimes
2 Rarely
1 Never

8. I talk with my employees about their ambitions and aspirations for the future.
5 4 3 2 1
9. I encourage my employees to participate in setting goals and determining how to achieve those goals.
5 4 3 2 1
10. I insist that my employees think through problems and make important decisions on their own.
5 4 3 2 1
11. When I talk with my employees about their performance, I am very open and frank in telling them what I think.
5 4 3 2 1
12. I provide encouragement to my employees whenever they are undertaking difficult assignments.
5 4 3 2 1
13. I praise my employees whenever they achieve a significant result.
5 4 3 2 1
14. I try to understand my employee's viewpoints when I discuss problems and undertakings with them.
5 4 3 2 1
15. I provide opportunities for my employees to broaden their experience and increase their competence.
5 4 3 2 1
16. I explain to my employees the requirements they would be expected to meet to qualify for larger responsibilities within our organization in the future.
5 4 3 2 1
17. I clarify with my employees their duties, responsibilities and the important results they are expected to accomplish.
5 4 3 2 1

- 5 Always
- 4 Almost Always
- 3 Sometimes
- 2 Rarely
- 1 Never

18. I am timely in addressing areas of poor performance.

5 4 3 2 1

19. I work with my employees in developing agreed-to "standards of performance" to use in judging the results they have achieved.

5 4 3 2 1

20. I contribute ideas, (tactics, strategies, approaches, etc.), to my employees to help them do their jobs.

5 4 3 2 1

21. I provide appropriate recognition and rewards to my employees for the results they have achieved on the job.

5 4 3 2 1

22. I encourage my employees to express themselves openly, even when their views are different from mine.

5 4 3 2 1

23. I chat with my employees about ways they might improve their effectiveness on the job.

5 4 3 2 1

24. I discuss with my employees specific things they might do to better qualify themselves for taking on greater responsibilities in the future.

5 4 3 2 1

Your score :

attitude of
GRATITUDE
UB Begins With "U"

- 5 Always
- 4 Almost Always
- 3 Sometimes
- 2 Rarely
- 1 Never

Grade your supervisor from 1-5 (see key above right) on how well you think they accomplish these tasks. This survey is anonymous and will be used to help institute a recognition program in our department.

1. My manager keeps me informed about our overall organizational plans and operating results.
5 4 3 2 1
2. When my manager asks me to accomplish something, he/she specifies the end result wanted rather than specifying how to do it. (Induces creativity)
5 4 3 2 1
3. My manager keeps me informed on how I'm doing on the job.
5 4 3 2 1
4. My manager provides support and backing.
5 4 3 2 1
5. My manager expresses displeasure and concern whenever I do not achieve expected results.
5 4 3 2 1
6. My manager is accessible and easy to talk to, even when he/she is very busy and under pressure.
5 4 3 2 1
7. My manager has thorough discussions with me to help me learn from my success and failures.
5 4 3 2 1
8. My manager talks with me about my ambitions and aspirations for the future.
5 4 3 2 1
9. My manager encourages me to participate in setting goals and determining how to achieve those goals.
5 4 3 2 1
10. My manager insists that I think through problems and make important decisions on my own.
5 4 3 2 1

- 5 Always
- 4 Almost Always
- 3 Sometimes
- 2 Rarely
- 1 Never

11. When my manager talks with me about my performance, he/she is very open and frank in telling me what he/she thinks.

5 4 3 2 1

12. My manager provides encouragement whenever I undertake difficult assignments.

5 4 3 2 1

13. My manager praises me whenever I achieve a significant result.

5 4 3 2 1

14. My manager tries to understand my viewpoints when I discuss problems and undertakings with them.

5 4 3 2 1

15. My manager provides opportunities to broaden my experience and increase my competence.

5 4 3 2 1

16. My manager explains the requirements that I would be expected to meet to qualify for larger responsibilities within our organization in the future.

5 4 3 2 1

17. My manager clarifies my duties, responsibilities and the important results I am expected to accomplish.

5 4 3 2 1

18. My manager is timely in addressing areas of poor performance.

5 4 3 2 1

19. My manager works with me in developing agreed-to "standards of performance" to use in judging the results I have achieved.

5 4 3 2 1

20. My manager contributes ideas, (tactics, strategies, approaches, etc.), to help me do my job.

5 4 3 2 1

- 5 Always
- 4 Almost Always
- 3 Sometimes
- 2 Rarely
- 1 Never

21. My manager provides appropriate recognition and rewards to me for the results I have achieved on the job.

5 4 3 2 1

22. My manager encourages me to express myself openly, even when my views are different from his/hers.

5 4 3 2 1

23. My manager chats with me about ways I might improve my effectiveness on the job.

5 4 3 2 1

24. My manager discusses with me specific things I might do to better qualify for taking on greater responsibilities in the future.

5 4 3 2 1

Score: