



TIPS TO BETTER UNDERSTAND YOUR PEOPLE AND CULTURE

Questions for you existing/ longer term staff to gauge overall staff sentiment and health of your organisational culture.

- How do you communicate with your staff?
- How might they like to be communicated to?
- What type of culture does your workplace have?
- Is Salary the most important thing for your staff?
- If not salary, what else is important to them?
- Do your staff feel valued?

Questions for your new staff to better understand their on-boarding experience.

- How was the on-boarding and induction process?
- If not already in place, would it have been helpful to have been assigned a workplace Buddy?
- What attracted them to your business?
- Do your staff look to join a company that offers advancement and do they feel there is potential for career progression in your business?
- How did they find the recruitment and interview process?

Suggestions to implement in your business to motivate and reward staff.

- A staff suggestion box to put forth their ideas is a great way for staff to feel valued and appreciated
- Special Fridays - eg Pizza Friday or Casual Wear Friday
- Articulate how you may be able to offer job security to staff
- Encourage work/life balance
- Offer incentives – not always financial ie. Is it possible to offer 'finish early on a Friday' for your top performers
- Competitive pay
- Recognize your employees – staff recognition and rewards program

SAMPLE SURVEY - GETTING TO KNOW YOUR PEOPLE

Communication

1. The frequency of communication from leaders has been effective:

- a. Strongly Disagree
- b. Disagree
- c. Somewhat Disagree
- d. Somewhat Agree
- e. Agree

Team & Culture

2. At an organisational level, everyone across (insert business) works well as a team:

- a. Strongly Disagree
- b. Disagree
- c. Somewhat Disagree
- d. Somewhat Agree
- e. Agree

Development

3. I receive valuable feedback relating to my performance from my manager:

- a. Strongly Disagree
- b. Disagree
- c. Somewhat Disagree
- d. Somewhat Agree
- e. Agree

Leadership

4. My manager supports me in my role:

- a. Strongly Disagree
- b. Disagree
- c. Somewhat Disagree
- d. Somewhat Agree
- e. Agree

