



In-House Climate Assessment

Pre-Development Considerations

- Is it really less expensive to develop in-house? Consider the costs of staff time and the impact of less time elsewhere.
- Does leadership support this assessment?
- Is there a commitment to take action on the results of an assessment?

Phase 1: Pre-Development

Phase 2: Development

Phase 3: Assessment

Phase 4: Analysis and Reporting

Phase 5: Looking Ahead

Committee Development

- Who is represented on the committee for this assessment?
- What expertise are brought to the committee
- Consider various levels of leadership, different departments and position representation, as well as diversity of employees themselves. Who is missing?

Needs Assessment

- Why is this survey being conducted? Develop goals, and objectives. Be sure to get voices of those not on your committee captured. What do consumers and constituents want and need? You might consider focus groups to gather preliminary information.
- What results are you expecting and how is that impacting development of the assessment?

Develop the questions and review the survey

- Are questions asking what the committee really wants to know?
- Are you asking about things the committee has the power to initiate change over?
- Is the assessment too lengthy to achieve good turnout? Scaled questions or essay response questions?

Test the questions

- Do participants understand the same thing when they answer the same question, or is your question confusing and thus your results will not make sense?

Adjust the assessment

- Make adjustments based on preliminary tests of questions.

Consider confidentiality

- What steps are you taking to ensure confidentiality?
- How are you being clear about the level of confidentiality you are providing?

Administer the assessment

- How will you promote a high response rate?
- Who will be asked to complete the assessment? Everyone or just a sample of employees? What about customers or constituents?
- How long will the assessment be available?

Analysis

- Who analyzes the results?
- How are the results protected against potential bias?

Reporting Results

- How does your audience change the way you present your data? What data is most important to which groups?

Make Recommendations

- How are recommendations achievable?
- What steps are recommended?

Next steps

- Once recommendations are made, who follows up to take action? The same initial committee, or a new committee based on the goals created?
- How is progress tracked and reported? To whom is it reported?

Repeat Assessment?

- When is the assessment administered next? Is it an identical assessment or an adjusted one?
- How is this process institutionalized, for example duties being incorporated into existing positions, potentially raises or benefits associated with participation on a committee for example.

Looking for examples of questions for an assessment? You can find a [bank of questions here](#).

References:

<https://hr-survey.com/EmployeeClimate.htm>