

**Section I: Recruitment, Selection, and Retention**

1. Does your organization use an interview process that includes peer participation in interviewing and selection? Yes      No
2. If the answer to #1 is Yes, what is that process? (Please describe.)
3. Does the interview process in your organization include interview questions to probe congruence with mission and values?  
Yes      No
4. If the answer to #3 is Yes, what are some of those questions? (Please provide.)
5. Does your organization include information about Catholic social teaching during the interview process? Yes      No
6. Do the advertisements for positions within your organization include statements about expectations for employee involvement? Yes      No
7. If the answer to #6 is Yes, what do those advertisements look like? (Please provide sample.)
8. Do the position descriptions within your organization include explicit statements about expectations for employee involvement? Yes      No
9. If the answer to #8 is Yes, what do those statements look like? (Please provide sample.)
10. Does your organization involve staff level employees in efforts to increase employee retention? Yes      No
11. If the answer to #10 is Yes, how are staff level employees involved? (Please describe.)

**Section II: Orientation**

12. How long is the general orientation conducted by your organization? (circle one)  
Less than one day   One day   Three days   Other: specify

13. How long is the departmental orientation conducted by your organization? Please indicate less than one week, two weeks, four weeks, greater than four weeks, or specify other.

| <b>Department</b> | <b>Length of orientation</b> |
|-------------------|------------------------------|
|-------------------|------------------------------|

A. Nursing

B. Ancillary

C. Support

D. Administrative

E. Other (specify):

14. Does the orientation program cover all opportunities for employee involvement?

A. General orientation      Yes      No

B. Departmental orientation    Yes      No

15. Does the organization provide a mission orientation?    Yes      No

16. If the answer to #15 is Yes, how is that mission orientation provided? (Please describe.)

17. Is the chief executive officer of the organization involved in orientation?    Yes      No

18. If the answer to #17 is Yes, how is the chief executive officer involved? (Please describe.)

19. If the organization conducts a cultural assessment or employee attitude survey, are the results shared in general orientation?    Yes      No      N/A

**Section III: Training and Development**

20. How is the training and development function structured within the organization?  
Centralized      Decentralized      Hybrid

21. What types of post-training evaluations for effectiveness are conducted?

A. Liked/didn't like evaluations

B. Pre- and post-learning evaluations

C. Evaluation of the transfer learning to the workplace

D. Evaluation of the impact on the whole organization

22. Are employees involved in the design, development, and delivery of training programs?  
Yes      No

23. If the answer to #22 is Yes, please describe how that involvement occurs.

24. Does management training within the organization focus on employee participation?  
Yes      No
25. If the answer to #24 is Yes, how does that focus occur? (Please describe.) Yes      No
26. Does the organization provide tuition assistance? Yes      No
27. If the answer to # 26 is Yes, is there a limit to the amount of benefit one employee can receive? Yes      No
28. If the answer to # 26 is “Yes,” what is the maximum amount and the time period over which the amount can be used?  
Maximum amount:  
Applicable time period:

#### **Section IV: Performance Evaluation**

29. Does your organization use a 3600 evaluation process? Yes      No
30. If the answer to #29 is Yes, to whom does the 3600 evaluation process apply?  
A. Senior leaders only  
B. Department managers  
C. Front line supervisors  
D. All staff  
E. Teams
31. Are evaluations of managers and leaders tied to employee satisfaction with involvement?  
Yes      No
32. If the answer to #31 is Yes, how does that occur? (Please describe.)
33. Are employees actively involved in setting goals for individual performance?  
Yes      No
34. If the answer to #33 is Yes, how does that occur? (Please describe.)
35. Are employees actively involved in setting goals for management? Yes      No
36. If the answer to #35 is Yes, how does that occur? (Please describe.)
37. Are employees actively involved in setting goals for mission? Yes      No
38. If the answer to #37 is Yes, how does that occur? (Please describe.)

39. Has the organization articulated its definition of and expectations for employee involvement formally? Yes      No
40. If the answer to #39 is Yes, what are the definition and expectations? (Please describe.)

### **Section V: Wages and Benefits**

41. Does your organization involve staff level employees in decisions about changes in benefits before the change occurs?  
Yes      No
42. If the answer to #41 is Yes, what is the process for that involvement? (Please describe.)
43. Does your organization share the results of market surveys on wages with staff level employees? Yes      No
44. If the answer to #43 is Yes, what is the process for the way in which the information is shared? (Please describe.)
45. How does your organization handle wage increases for staff level employees who are at the maximum of their wage scales?  
A. No increase is given  
B. An increase is given, even if it places the employee above the maximum of the wage scale  
C. A “bonus” is paid equal to the annualized amount of the increase, but no increase is made to the hourly rate.  
D. Other: please describe.
46. What types of staff level employee compensation mechanisms does your organization have? (Check all that apply.)  
A. Merit increases for individuals  
B. Merit increases for teams  
C. Cost of living increases  
D. Gain sharing for managers and leaders only  
E. Gain sharing for all staff  
F. Other: specify

### **Section VI: Recognition**

47. What formal processes does the organization use to recognize teams? (Please describe.)
48. What informal practices does the organization use to recognize teams? (Please describe.)

49. What formal processes does the organization use to recognize individuals? (Please describe.)
50. What informal practices does the organization use to recognize individuals? (Please describe.)
51. Does the organization provide training to managers on ways to recognize employees?  
Yes      No
52. If the answer to #51 is Yes, what is the content of that training? (Please describe.)