GuardingMinds @ WORK

GM@W Organizational Review Worksheet

PF5: PSYCHOLOGICAL COMPETENCIES & REQUIREMENTS

OBJECTIVE: A work environment where there is good fit between employees' interpersonal and emotional competencies and the requirements of the position they hold.

What are the benefits of effectively addressing Psychological Competencies & Requirements?

✓ Enhanced performance and overall productivity
✓ Greater job satisfaction
✓ Increased retention of skilled staff
✓ Enhanced recruitment success

What information may be helpful to refer to or collect?

✎ Recruitment and selection procedures
✎ Current job descriptions
✎ Personnel testing results (e.g., selection tests)
✎ Performance evaluation results

How would you describe your workplace/work unit? *(select all that apply; this will help you answer questions below)*

Hiring/Promotion

❑ Detailed job descriptions that include interpersonal/emotional competencies required for the job
(Note: "interpersonal/emotional competencies" refer to individual employees' abilities and capacities to manage emotions and relationships, and to effectively solve challenging interpersonal problems at work)

❑ Comprehensive hiring processes (e.g., structured interviews, questionnaires/selection testing)

❑ Promotion decisions that consider employees' interpersonal/emotional competencies

Support for Interpersonal/Emotional Competencies Development

❑ Job analyses that identify interpersonal/emotional competencies requirements

❑ Orientation to interpersonal/emotional competencies needed for the job

❑ Training in interpersonal/emotional skills required for positions

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Good Fit Between Employee and their Position

- ❑ Supervision/mentorship opportunities for new staff
- ❑ Supervision/mentorship opportunities for staff in positions that challenge their interpersonal/emotional competencies
- ❑ Consideration of opportunities for alternate internal positions in cases of poor job fit

Please answer the questions below with respect to your workplace:	Strongly Agree 4	Somewhat Agree 3	Somewhat Disagree 2	Strongly Disagree 1
1. Hiring/promotion decisions consider the "people skills" necessary for specific positions.				
2. Our company hires people who fit well within the organization.				
3. Employees have the social and emotional skills needed to do their jobs well.				
4. Supervisors believe that social skills are as valuable as other skills.				
5. Positions make good use of employees' personal strengths.				

PF5 GM@W Organizational Review Score (from above): _____ (5 to 20)

PF5 GM@W Survey Score (if applicable, from the GM@W Survey Results): _____ (5 to 20)

Serious Concerns = 5 to 9 Significant Concerns = 10 to 13 Minimal Concerns* = 14 to 16 Relative Strengths** = 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

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If there is a difference between the **GM@W Organizational Review Score** and the **GM@W Survey Score**, what may be contributing to the difference (e.g., lack of knowledge or understanding, communication gaps)?

Do issues related to **Psychological Competencies & Requirements** present a greater risk to particular groups of employees (e.g., new employees, certain jobs, shift workers, etc.)?

What are the strengths in your workplace in terms of **Psychological Competencies & Requirements** (e.g., what do you do well, what should you continue doing)?

What could your workplace do to improve in this area (e.g., what could you do more of, what could you do less of)?

Is further action required? ❑ YES ❑ NO

If YES, see *GM@W Suggested Responses: PF5*

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