

## GM@W Organizational Review Worksheet

### PF8: INVOLVEMENT & INFLUENCE

**OBJECTIVE:** A work environment where employees are included in discussions about how their work is done and how important decisions are made.

#### What are the benefits of effectively addressing Involvement & Influence?

- ✓ Enhanced performance and productivity
- ✓ Greater employee motivation and job satisfaction
- ✓ Employees take an active role in addressing challenges at work
- ✓ Positive employee/labour relations

#### What information may be helpful to refer to or collect?

- ✎ Job descriptions
- ✎ Staff feedback (e.g., employee suggestions, meeting records, exit interviews)
- ✎ Performance evaluation data
- ✎ Organizational charts

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

##### Involvement

- Encouragement of staff to discuss with supervisors/managers how their work is done
- Informal mechanisms for soliciting employee input and feedback (e.g., suggestion box, email)
- Regular staff, safety and/or team meetings
- Timely communication of information about changes that may impact employees' work

##### Influence

- Staff control, as appropriate, over how work tasks are organized
- Solicitation of employee input on how to make improvements to work

	Strongly Agree 4	Somewhat Agree 3	Somewhat Disagree 2	Strongly Disagree 1
Please answer the questions below with respect to your workplace:				
1. Employees are able to talk to their immediate supervisors about how they do their work.				
2. Employees have some control over how they organize their work.				
3. Employee opinions and suggestions are considered at work.				
4. Employees are informed of important changes that may impact how their work is done.				
5. Our workplace encourages input from all staff on important decisions related to their work.				

PF1 GM@W Organizational Review Score (from above): \_\_\_\_\_ (5 to 20)

PF1 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.

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)?

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

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

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

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Is further action required?  YES  NO

If YES, see *GM@W Suggested Responses: PF8*