

Organizational Review Worksheet

CLEAR LEADERSHIP AND EXPECTATIONS

DESCRIPTION: In a work environment with clear leadership and expectations, employees know what they need to do, have confidence in their leaders and understand impending changes.

What are the potential benefits of effectively addressing clear leadership and expectations?

- Employees have clear expectations regarding their role and job responsibilities
- Work gets done efficiently
- Employees are more resilient during times of stress and change
- Trust in the direct supervisor is enhanced
- Issues are resolved before they have a negative impact

What information may be helpful to refer to or collect?

- Employee feedback including suggestions, meeting records, or exit interviews
- Formal performance evaluations of supervisors
- Record of employee evaluations conducted by supervisors
- Complaints or grievances about leaders
- Stated management responsibilities and expectations
- List of required training for supervisors and leaders

Consider the extent to which the following are happening:

- Supervisors are recruited, trained, and promoted for effective leadership skills
- Regular performance reviews are held for supervisors, managers, and other leaders
- Supervisors know how to respectfully and effectively help improve performance
- Leaders are measured and held accountable for how they protect psychological safety
- Supervisors are given time and resources to support the success of their employees
- Job descriptions are current and clear

Please respond to the statements below with respect to your workplace:	Always	Often	Sometimes	Rarely	Never
1. Each employee knows what they're expected to do in their job.					
2. Difficult situations at work are addressed effectively.					
3. Every employee is informed of important changes that may impact how their work is done.					
4. Every employee would say that their supervisor supports them to do their job successfully.					
5. The reasons behind organizational changes are clearly explained to all employees.					
6. Each employee is informed about the potential impact of organizational change on their job.					

Do issues related to clear leadership and expectations present a greater risk to particular groups of employees? For example, newer employees, certain job roles such as supervisors, shift-workers, immigrants, remote workers, etc.

What are the strengths in your workplace? What do you already do well and want to continue to do in terms of clear leadership and expectations?

What could be done to improve clear leadership and expectations?

If there is a difference between the organizational review score and the survey score, what may be contributing to the difference in perception between employees and the leaders who did the organizational review?

Is further action required in this area? Yes No

If yes, see [Evidence-based actions](#) for clear leadership and expectations.