Change Readiness Survey

Take a few moments to think about how your organization <u>typically</u> plans for and implements workplace changes. With this "change history" in mind, use the following scale to respond to each statement below. Circle the number that most closely reflects your experience. Compare your responses with co-workers and discuss ways to address areas of concern. A perfect score is 100; a perfectly miserable score is 20.

	1	2	3	4	5		
	Strongly disagree	Disagree	Not sure	Agree	Strongly Agree		

1. Change typically occurs here with a clear picture or vision of the intended future.	1	2	3	4	5
2. Appropriate resources needed to make the change work are allocated.	1	2	3	4	5
3. The purpose or rationale for any change is clearly communicated to employees.	1	2	3	4	5
4. My manager/supervisor consistently demonstrates support for the change.	1	2	3	4	5
5. Standards and expectations for new behaviors are established and communicated during times of change.	1	2	3	4	5
6. Communication channels allow for ongoing feedback and/or information sharing between employees and designated leaders.	1	2	3	4	5
7. People impacted by the change are actively involved in shaping the desired future.	1	2	3	4	5
8. New expectations are a clear priority and desired actions are reinforced.	1	2	3	4	5
9. People most affected by the change are involved in identifying possible obstacles.	1	2	3	4	5
10. Processes are in place to document or report on our progress in making change work.	1	2	3	4	5
11. Communication channels with designated leaders are open for all employees.	1	2	3	4	5
12. People have a chance to "rehearse" new actions through practice, simulations, or visualizing the change.	1	2	3	4	5
13. Employees regularly know how well they are meeting the change expectations.	1	2	3	4	5
14. Key milestones are recognized with celebrations, rewards, or other acknowledgement.	1	2	3	4	5
15. Employees have a clear understanding of the standards and expectations that accompany any change.	1	2	3	4	5
16. Steps are taken to ensure that employees affected by a change have the knowledge, skills and abilities necessary to make the change work.	1	2	3	4	5
17. Managers and other leaders make themselves easily accessible for answering questions or information-sharing during times of change.	1	2	3	4	5
18. If the change involves significantly altering existing company-wide systems or processes, a trial period is conducted before the change is fully implemented.	1	2	3	4	5
19. Designated leaders actively seek input from employees concerning challenges, expectations, and innovations.					
20. Overall, my organization leads, manages, and supports change in an effective, energizing way.	1	2	3	4	5