

Internal Communications Assessment

In My Organization...		Rating 1 - 5 1 = Never 2 = Seldom 3 = Sometimes 4 = Most Of The Time 5 = Always
1	I am involved in decisions that affect me or my job	
2	I have all of the information I need to do my job	
3	My supervisor keeps me well informed about organizational issues	
4	My supervisor knows what is going on in our work group	
5	My co-workers understand the implications of a decision before they act	
6	Cooperation and collaboration between work units are rewarded	
7	I know and talk with many staff outside of my immediate work unit	
8	Email is used appropriately by staff	
9	Voice mail is to the point and used appropriately	
10	I am able to manage the information I receive	
11	I share information with co-workers that will help them do their job	
12	All staff meet periodically for updates and information sharing	
13	Asking questions is encouraged	
14	Leadership is very open about important issues	
15	I hear about decisions that affect me or my job in a timely fashion	
16	I know and understand the major objectives of other Departments	
17	Information and ideas are shared freely between Departments	
18	I understand how my work impacts the total organization	
19	My opinions are sought, heard and valued	
20	Our Department meetings are used to share information and get feedback	
21	Technology is used to foster internal communication	
22	Confidences are kept	
23	We know information about the organization before it goes public	
24	Best practices are shared between all components of the organization	
25	The organization's strategic direction is known and understood by all staff	
Total Out Of 125		

A S S O C I A T I O N W O R K S

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