

Organizational Review Worksheet

INVOLVEMENT AND INFLUENCE

DESCRIPTION: In a work environment with positive involvement and influence, employees are included in discussions and have input into decisions that impact their respective jobs.

What are the potential benefits of effectively addressing involvement and influence?

- Enhanced performance and productivity
- Greater employee motivation and job satisfaction
- Employees take an active role in addressing challenges at work
- Positive relations between employees and management

What information may be helpful to refer to or collect?

- Job descriptions
- Employee feedback, suggestions, meeting records, and exit interviews
- Performance evaluation data
- Description of organizational processes that involve consultation with employees

Consider the extent to which the following are happening:

- Each employee is engaged in a discussion of how they will complete their work
- Employee input is encouraged by all levels of management
- Regular meetings are held to discuss work, safety and team concerns
- Employees are engaged in discussing potential changes with clarity about why some changes are not negotiable
- Employees have appropriate control over how their work tasks are organized
- Employees are encouraged to suggest improvement of how work is done

Please respond to the statements below with respect to your workplace:	Always	Often	Sometimes	Rarely	Never
1. Each employee has a say in how they'll manage organizational changes that affect them.					
2. Each employee has some control over how they organize their work.					
3. Each employee's suggestions are considered at work.					
4. Every employee is informed about important changes at work in a timely manner.					
5. Each employee is encouraged to participate in decisions that impact their work.					

Do issues related to involvement and influence 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 involvement and influence?

What could your workplace do to improve involvement and influence?

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 involvement and influence.