Organizational Readiness Assessment

As a part of our ongoing work to integrate social change activities into our daily practice, we are striving to enhance our community engagement and community building capacity. Toward that end, we are seeking your input to determine our best starting point. This readiness assessment will help us determine our preparedness to increase capacity in the following areas:

- Constituent Engagement
- Partnering with the Community
- Coordination, Collaboration and Collective Impact, and
- Social and Systems Change

Who is Participating?
In order to ensure our assessment process reflects the knowledge and perceptions of a wide range of stakeholders, we may invite individuals from the following groups to complete this assessment: leadership, staff, and volunteers within the organization, board members, clients/participants/constituents, staff from partner organizations, and community members familiar with the organization and its operations. Each participant will have a unique view of the organization, thus helping us understand where we are, and where we can best continue to develop.

How Do I Take the Assessment?
For each item, select the statement that most accurately describes your perception of the organization for that area. Upon completing the assessment, record the totals for your responses in Part II of the assessment.

Once you have completed and scored the assessment tool, please return it to _____.

How Will the Assessment be Utilized?
Based on the results of the responses, the organization will determine how best to proceed to build capacity in the four areas – Constituent Engagement, Partnering with the Community, Coordination, Collaboration and Collective Impact, and Social and Systems Change.

NOTE: Your individual responses will remain confidential and will not be linked to directly to you.

Thank you for taking the time to complete this assessment tool!

Relationship to Organization (Check the one that best describes your role)

☐ Manager   ☐ Volunteer   ☐ Constituent (Client/Participant)   ☐ Partner Agency
☐ Staff   ☐ Board member ☐ Community Member   ☐ Other (Please name)

(Note: This assessment uses the term 'constituent' when referring to people who receive services from, or participate in activities of, the agency)

Instructions: For each statement below, based on your knowledge, place a checkmark in the box that best describes the statement. If you have any comments or reflections about a section, please record them in the space provided.

Upon completion of Part I, total your responses in Part II and submit it.

PART I:

A. Vision and Mission and Goals

	For each statement below, please check the box that most closely describes the organization.	Yes, this is true!	This is developing or in process	No, not at this time	Don't Know / Not Sure
A1	The organization has a written vision statement.				
A2	The vision is understood by the board, leadership and staff.				
A3	The organization's vision guides the work of the organization.				
A4	The organization has a clearly defined written mission statement.				
A5	The organization's mission is understood by the board, leadership and staff.				
A6	The organization's mission guides the work of the organization.				
A7	The organization's vision and/or mission references community development and/or social change				
A8	The organization reviews its vision and mission periodically to ensure it continues to be appropriate in guiding its work.				
A9	The organization evaluates its services and activities periodically to see that they support/are aligned with the vision and mission.				
A10	The organization conducts periodic reviews/evaluation to measure services and activities as related to written goals.				
Reflections/Comments:					

B. Leadership and Governance

For each statement below, please check the box that most closely describes the director, senior managers, and middle managers. The organization's leaders:	Yes, this is true!	This is developing or in process	No, not at this time	Don't Know / Not Sure
B1	Are well-informed about and understand the strengths, needs, challenges and concerns related to the work of the organization.				
B2	Are well-informed about and understand the strengths, needs, challenges and concerns related to the organization's constituents and the community it serves.				
B3	Are reflective of the community served with regard to gender, ethnicity, age, and cultural background.				
B4	Are open to new ideas and willing to explore opportunities to do things differently.				
B5	Create opportunities for and support others to serve as formal or informal leaders.				
B6	Actively seek input and contributions from and engage others in decision-making and policy-setting.				
B7	Express, through their words and actions, a value for engaging constituents and community members in community development and/or system change				
Reflections/Comments:				

C. Staff

For each statement below, please check the box that most closely describes the direct service staff, administrative support staff, and supervisors. The organization's staff:	Yes, this is true!	This is developing or in process	No, not at this time	Don't Know / Not Sure
C1	Are well-informed about and understand the strengths, needs, challenges of the community they serve.				
C2	Are reflective of the community served with regard to gender, ethnicity, age, and cultural background.				
C3	Actively seek input and contributions from constituents.				
C4	Know which other agencies/groups the organization partners with.				
C5	Support the organization's vision and mission as demonstrated through their work				
C6	Express an awareness that constituents live within, and are impacted by, the conditions in the community				
C7	Express, through their words and actions, a value for engaging constituents and community members in community development and/or system change				
Reflections/Comments:				

PART II:

For each section, count the number of responses in each column and record them in the appropriate box. Calculate the total for each column, then add up the totals and put the sum in the "Column Total" boxes.

Rating	Yes, this is true	This is developing or in process	No, not at this time	Don't Know Not Sure
Section A: The Organization				
Section B: The Leadership				
Section C: The Staff				
Column Total				