

## READINESS ASSESSMENT

### **FACET OF EXCELLENCE:**

#### ***Employment and Communication***

For this Facet, each Category is outlined with questions that are intended to gauge your organization's level of readiness to apply. It is not a definitive way of determining whether or not your application for this Facet will be scored high enough to receive an award. It is a tool that has been designed to provide an overview of the types of questions you will be expected to answer with sufficient supporting detail when completing the actual Facet.

If you choose to complete this Readiness Assessment, you are not expected to submit it to the Paragon panel of examiners. It is for your company's internal use to assist you in determining whether you are prepared to apply for this Facet. If you determine that you are not ready now, this tool will provide you with an overview of the areas in which you may need further action and development.

The "State of Readiness" on the assessment form is a subjective response that you will need to determine for each question, with "Red" being an answer of "No, not ready yet"; "Amber" being an answer of "Maybe, we could be ready or are close"; and "Green" being an answer of "Yes, we are ready". There is no magic number of Green responses that will determine whether or not you should apply. Your organization will determine readiness based on your level of comfort with the responses and what details you can provide to support your answers when an application is submitted.

You are encouraged to involve various members of your leadership team when considering your responses to these questions. This will elevate the level of awareness and involvement within your organization to complete the application process and may increase the depth of your responses by using diverse and cross-departmental input.

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Elements of a Successful Facet	Evidence of Progress	State of Readiness			Further Actions Required
		Red	Amber	Green	
<b>Category: <i>Employee and Labor Relations</i></b>					
Do you have a process or formal program for learning of and responding to employee concerns, suggestions and/or complaints?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you consider the organization's strategic plan when determining your employee and/or labor relations programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your employee and/or labor relations programs assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you measure the results of your employee and/or labor relations programs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge employee satisfaction levels with your employee and/or labor relations programs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assess the on-going impact of your employee and/or labor relations programs on the individual employee's performance? On the organization's performance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve the employee and/or labor relations programs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Category: <i>Corporate Culture and Ethics</i></b>					
Do you have an ethics program?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your ethics program help shape your corporate culture?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your ethics program assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		Red	Amber	Green	
Do you gauge employee satisfaction levels with your corporate culture?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge customer satisfaction levels that can be attributed to your organization's culture and ethical conduct?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Category: <i>Employee Communication</i></b>					
Do you deliver updates on your strategic plan to your employees?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assess and determine the most appropriate method of communication for each message which must be delivered (i.e., written, verbal, informal, formal, etc.)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your employee communication strategy assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you measure the effectiveness of your employee communications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge employee satisfaction levels with corporate communications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assess the ongoing impact of communication on the individual employee's performance? On the organization's performance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve your communication initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	