

Self-Assessment: Workplace Culture Assessment for Child Care Leaders

This self-assessment will help you identify strengths and areas for improvement for your workplace culture, focusing on enhancing staff engagement, satisfaction, and retention. Choose the answer that most accurately reflects your current workplace culture practices.

LEADERSHIP

1. How often do you communicate your child care program's vision and values to staff?

- A. Regularly (e.g., during meetings, newsletters, onboarding)
- B. Occasionally (e.g., during special events)
- C. Rarely or never

2. Do you proactively seek and incorporate feedback from your staff?

- A. Yes, Consistently (e.g., through surveys, one-on-ones, or staff meetings)
- B. Yes, Sometimes (e.g., only when issues arise)
- C. No, Rarely or never

3. How accessible are you and your program leaders to your staff for addressing concerns or providing support?

- A. Very accessible (open-door policy, frequent check-ins)
- B. Somewhat accessible (scheduled availability)
- C. Not accessible (infrequent or limited interactions)

Points:

TEAM DYNAMICS

4. What does staff collaboration and support look like in your program?

- A. My staff consistently work well together and communicate effectively
- B. My staff sometimes collaborate, but there are occasional conflicts
- C. My staff often work alone or experience frequent conflicts

5. What do you feel is the overall morale among staff?

- A. High (staff feel motivated and valued)
- B. Mixed (some staff feel valued, others do not)
- C. Low (frequent complaints, low engagement)

6. How often do you recognize and celebrate staff achievements?

- A. Regularly (e.g., monthly awards, shout-outs)
- B. Occasionally (e.g., annual events or as-needed basis)
- C. Rarely or never

Points:

PROFESSIONAL GROWTH & DEVELOPMENT

7. Do you provide opportunities for professional development?

- A. Yes, Regularly (e.g., ongoing training, workshops, career growth paths)
- B. Yes, Sometimes (e.g., sporadic, inconsistent training opportunities)
- C. No, Rarely or never (e.g. Only required training provided, nothing beyond this.)

8. How well do you support staff in achieving a work-life balance?

- A. I Actively support staff (e.g., flexible scheduling, wellness initiatives)
- B. I Somewhat support staff (e.g. sporadic, inconsistent efforts, allow staff to leave early occasionally)
- C. I Rarely or never support work/life balance efforts.

9. Do you have a structured onboarding process to set your new hires up for success?

- A. Yes, it is comprehensive and regularly reviewed
- B. Yes, it exists but is inconsistent or outdated
- C. No formal process

Points:

MEANINGFUL WORK

10. Do staff understand how their work contributes to the mission of your child care program?

- A. Yes, this is regularly communicated.
- B. Somewhat, but it could be communicated more often.
- C. No, this connection is rarely or never communicated.

11. How well do staff roles align with their skills, interests, and career goals?

- A. They align very well (staff feel their work is meaningful and suited to their interests and goals).
- B. They align somewhat well (some staff feel aligned, others do not).
- C. They do not align well (most staff feel mismatched or unfulfilled).

12. Do you offer opportunities for staff to contribute ideas and make decisions?

- A. Yes, staff are encouraged and provided comfortable spaces to contribute regularly.
- B. Sometimes, but these opportunities are limited or inconsistent.
- C. Rarely or never.

Points:

RECOGNITION

13. How often do you express appreciation for staff contributions?

- A. Regularly (e.g., daily or weekly).
- B. Occasionally (e.g., only during meetings or special events).
- C. Rarely or never.

14. Do you have a recognition process in place?

- A. Yes, it is structured and includes a variety of forms of recognition.
- B. Somewhat, but it is inconsistently utilized.
- C. No, there is no recognition process in place.

15. Do staff feel their hard work and efforts are noticed and valued?

- A. Yes, this is a consistent part of our culture.
- B. Somewhat, but there is room for improvement.
- C. No, this is not currently a focus in my child care program.

Points:

SCORING RUBRIC FOR SELF-ASSESSMENT: WORKPLACE CULTURE

This scoring rubric will help you consider the strengths and areas for improvement for your workplace culture and help you begin to think about what areas you could focus your efforts on to make improvements.

Remember, that workplace cultures as a whole are not generally all good or all bad which is why focusing your efforts is important. Focused efforts will allow you to build on your strengths while addressing the areas needed.

ASSIGN POINTS FOR EACH ANSWER:

- **A = 3 points**
- **B = 2 points**
- **C = 1 points**
- **Total your score for all 15 questions.**

**Total
Points:**

SCORING RUBRIC FOR SELF-ASSESSMENT: WORKPLACE CULTURE

SCORING GUIDE

45-60 (Thriving Culture) – Your overall workplace culture is strong. Continue refining, celebrating and building on what works well!

30-44 (Developing Culture) – You have a solid foundation but could focus on improving certain areas. Prioritize targeted efforts.

15-29 (Opportunity for Growth) – There is significant room for improvement. Consider immediate steps to address key issues.

REFLECTION: IDENTIFYING WORKPLACE CULTURE AREAS OF GROWTH

Reflection Questions

By reflecting on your results, you can identify actionable strategies to enhance your workplace culture and support staff satisfaction and retention.

1. What areas did you score highest in, and why do you think these are strengths in your culture? How might you build on these areas?

2. What areas did you score lowest in, and what steps could you take to improve these areas?

3. What challenges do you face in maintaining or improving workplace culture, and how can you address them?

4. What immediate action can you take in the next month to strengthen your culture?
(See following pages for action ideas and where to start)

AREAS OF IMPROVEMENT IDEAS

Based on your assessment scores, use the information below to identify actionable steps for enhancing your workplace culture in specific areas.

Leadership

Potential Challenges: Rarely communicating vision, limited feedback incorporation, inaccessible leadership.

Ideas for Improvement:

- Schedule regular team meetings and reinforce your child care program's mission, vision and values.
- Implement a feedback system (e.g., surveys, 1:1's) to gather and act on staff input.
- Establish an open-door policy or regular check-ins to improve accessibility.

Team Dynamics

Potential Challenges: Poor collaboration, low morale, infrequent celebrations of achievements.

Ideas for Improvement:

- Organize team-building activities to strengthen relationships and communication.
- Regularly recognize team and individual achievements through staff shout-outs or small rewards.
- Address conflicts proactively and consider providing training or coaching on effective communication.

Professional Growth & Development

Potential Challenges: Limited professional development opportunities, poor work-life balance support, lack of onboarding.

Ideas for Improvement:

- Offer ongoing professional development, including workshops, coaching or peer mentoring.
- Consider introducing initiatives like flexible scheduling or wellness programs to promote work-life balance.
- Create or update an onboarding process with clear steps, expectations, and mentorship opportunities.

Meaningful Work

Potential Challenges: Staff feel disconnected from the mission, roles don't align with strengths, limited decision-making opportunities.

Ideas for Improvement:

- Regularly communicate how each staff member's role contributes to the child care program's mission and goals.
- Hold one-on-one meetings to understand staff career goals and align responsibilities or growth opportunities.
- Encourage staff to contribute ideas in decision-making and implement their suggestions when possible.

Recognition

Potential Challenges: Infrequent recognition provided, no formal recognition program, staff feel undervalued.

Ideas for Improvement:

- Create a formal recognition program or process with awards, incentives or creative shout outs.
- Incorporate daily or weekly recognition practices, such as handwritten notes or verbal appreciation.
- Celebrate milestones, birthdays, or years of service to foster a sense of belonging.

