

# Organization Development Assessment Guide

**SAMPLE COMPANY**  
Monday, June 27, 2022

## Assessment Report

### INTRODUCTION

Our world is changing quickly which requires that organizations change and develop as well. As such, it is essential that management implement well-designed and systematic programs that enhance the well-being and effectiveness of the organization. The **ITN Organization Development Assessment** is a simple and practical tool to help you identify areas in your organization where organization development efforts can be focused.

### Organization Development Categories




## HOW TO USE THIS REPORT

The Organization Development assessment report is designed to provide you with an overview of your organization's competencies related to your development efforts. The detailed insights given below help you understand your organization's inherent strengths, as well as areas you might consider expanding and sharpening. Be sure to read the report with an open mind focused on continuous improvement. Additionally, you'll find specific program suggestions for continued organizational growth. Use the thoughts and insights given to consider how you might develop your specific strategic plans and resulting targeted action plans.

## COMPETENCY LIST

The Organization Development assessment is divided into five sections. Each section has associated competencies as shown below.

 <p>Hiring</p>	Candidate Sourcing	Applicant Screening	Structured Interviews
 <p>Training</p>	Compliance	Onboarding	Continuous Learning
 <p>Inspiring</p>	Engagement	Manager Development	Teamwork
 <p>Culture</p>	Vision	Values	DEIB
 <p>Accountability</p>	Goals	Measures	Employee Feedback

## SCORES AND RANKINGS

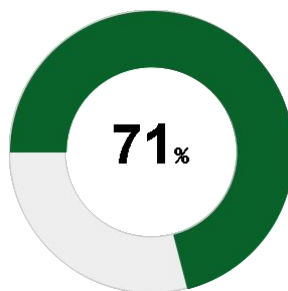
Based on your responses to the questionnaire, your report indicates your organization's level of overall development along with competency scores in each of the five sections. The report also provides a ranking of the competencies found within each skill area.

Scores for Overall Rating, each Section, and individual Competencies are categorized into three levels:

1. **Well Developed** – Denoted in **green**, indicates an above-average score or top percentile of benchmarked scores.
2. **Moderately Developed** – Denoted in **yellow**, indicates a score in the middle percentile of benchmarked scores.
3. **Needs Development** – Denoted in **red**, indicates a competency that you might consider for further improvement. This score falls in the bottom range of benchmarked scores.

## OVERALL SCORE

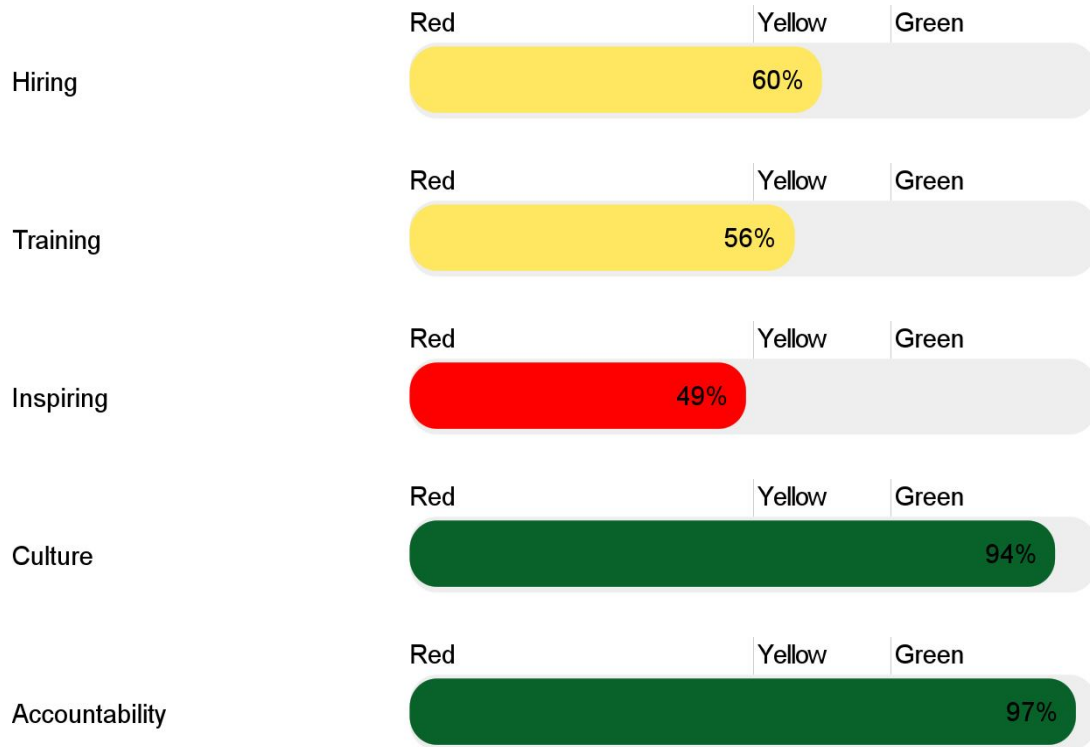
A composite score for each of the five sections assessed and expressed as a percentage of the total possible points is given in the graph below.



Assessment

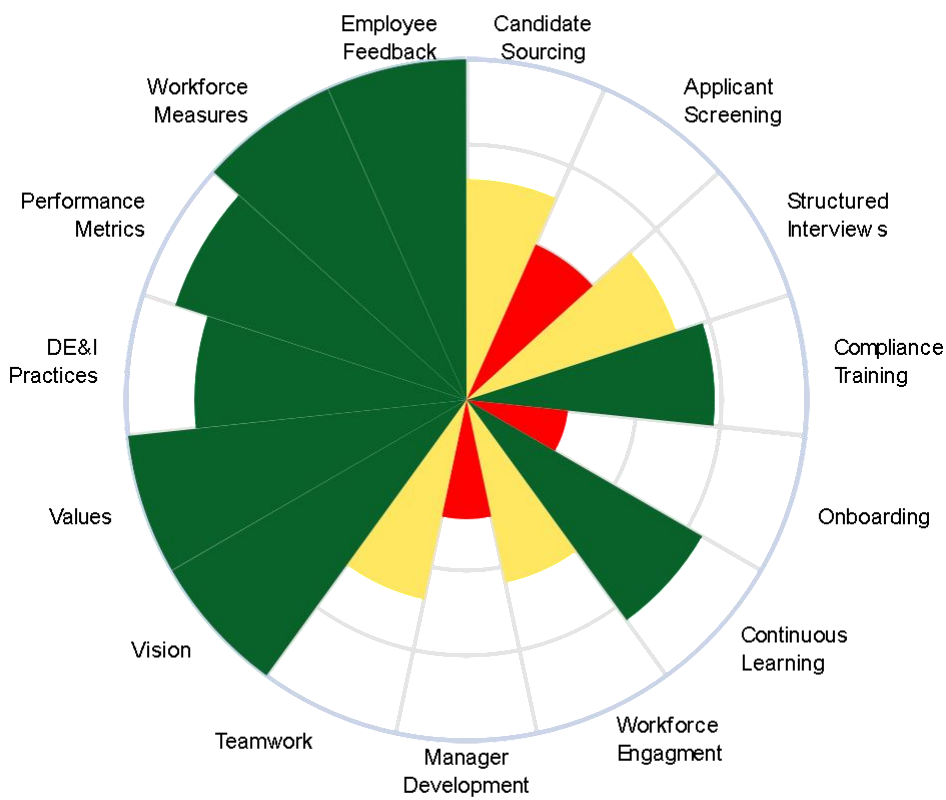
## ORGANIZATION DEVELOPMENT SECTION SCORES

Looking in more detail, the report that follows depicts a summary of scores generated from the answers provided in each of the sections and specific competencies that make up the assessment.



## RANK OF COMPETENCIES

Below is a polar graph summary of each of the competencies evaluated in the five sections of the assessment. Percentile scores for each of the ratings indicate your organization's current level of development for that competency. Competencies with a green color show a highly developed ability while those competencies highlighted in yellow or red suggest the possible need for further improvement.



## HIRING

This section of the report shows your organization's development level of skills related to hiring and selecting new employees. The breakout of responses is categorized into 3 groups as follows:

### CANDIDATE SOURCING

The organization has a defined process for identifying top talent that matches the required skills and qualifications for open positions.

### APPLICANT SCREENING

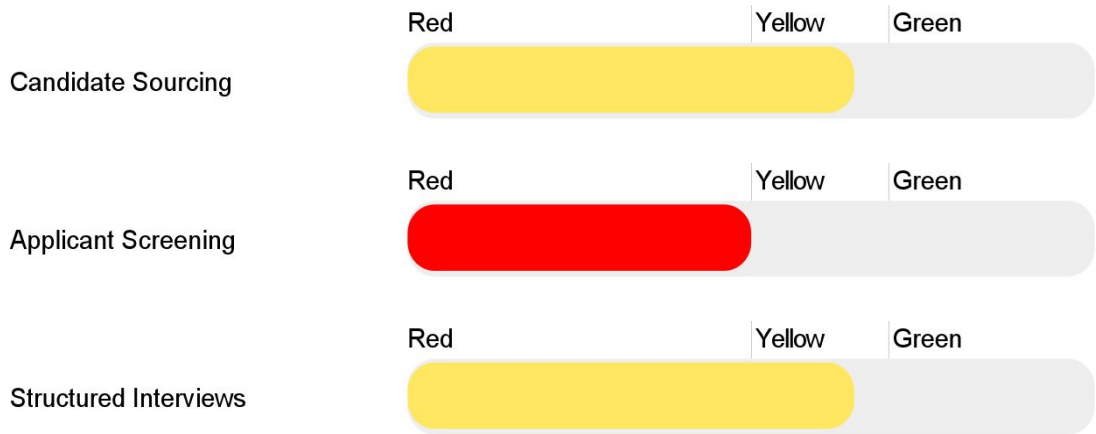
A formal and objective method is used to evaluate job applicants and prioritize them for interviews.

### STRUCTURED INTERVIEWS

A standardized interview process is used to compare and score all job candidates.

## HIRING

This section of your report shows development levels of competencies associated with training practices throughout the organization.





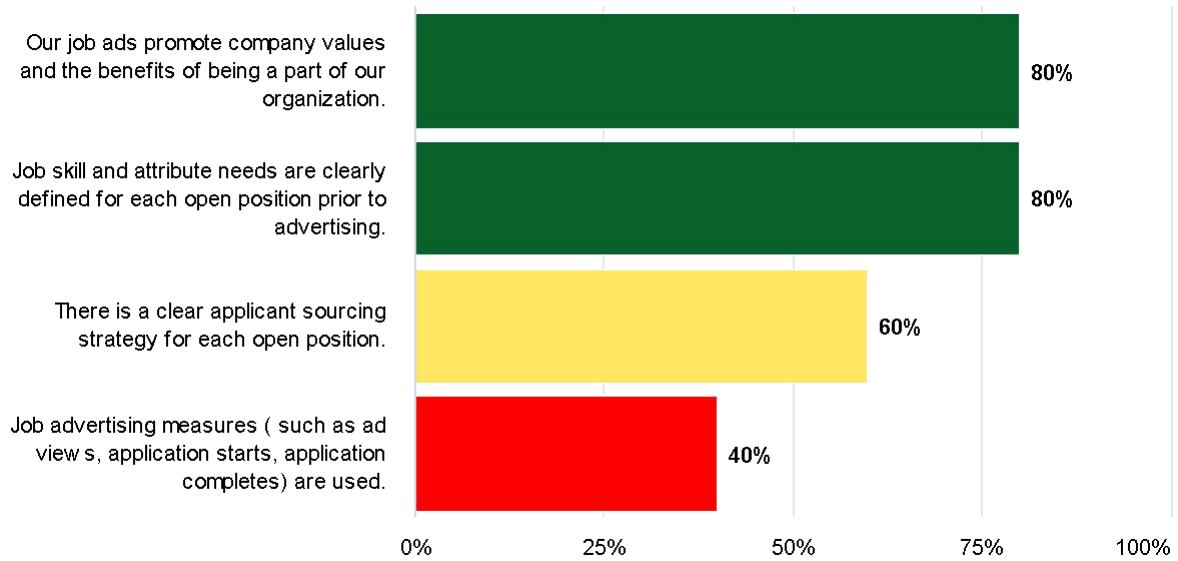
## CANDIDATE SOURCING

The Candidate Sourcing questions module measures the effectiveness and efficiency of your efforts to maximize applicant flow.

### OVERALL SCORE

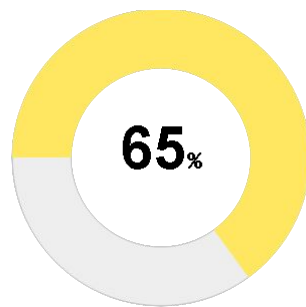


### QUESTION SCORE RANK



## CANDIDATE SOURCING RATING

Your organization's competency score falls within the **Moderate Range** of the sample population. While some organizations that score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these competencies. More in-depth understanding and continued development are encouraged.



Candidate Sourcing

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Workforce Selection Factors** – Use ITN databases in combination with our subject matter experts to define a list of skills, knowledge, and attributes required for each job.
- **Job Advertising** – Let the ITN marketing team help you develop compelling ads that will attract job applicants.
- **Ad Placement** – Use the ITN partnership with Talroo to maximize applicant flow and manage advertising costs using AI algorithms that optimize internet search locations.

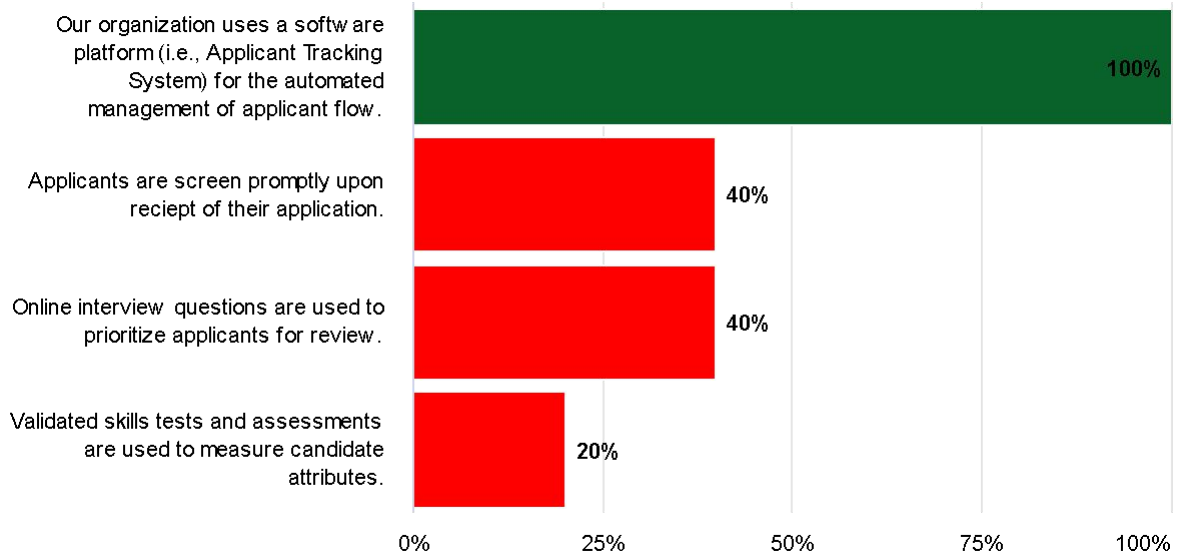
## APPLICANT SCREENING

The Applicant Screening questions module measures the effectiveness of your organization's processes for prioritizing job candidates for interviews.

### OVERALL SCORE

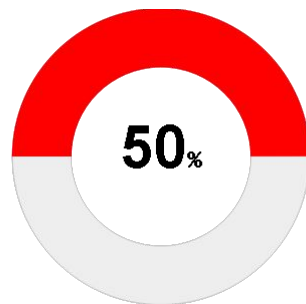


### QUESTION SCORE RANK



## APPLICANT SCREENING RATING

Your organization's competency score is in the **Low Range** of the sample population. There is a higher probability that organizations that score in this range may be less capable than peer companies that score higher. This low score may be a concern for some organizations. More in-depth understanding and continued development in the areas of concern are highly recommended.



Applicant Screening

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Workforce Selection Factors** – Use ITN databases in combination with our subject matter experts to define a list of skills, knowledge, and attributes required for each job.
- **Online Prioritization of Applicants** – Let the ITN HR team help you with prioritizing applicants for review using our online interview questions and assessments.
- **Job Applicant Tracking** – Use the ITN Hire applicant tracking features to automatically capture, evaluate and track all applicant information including correspondence.

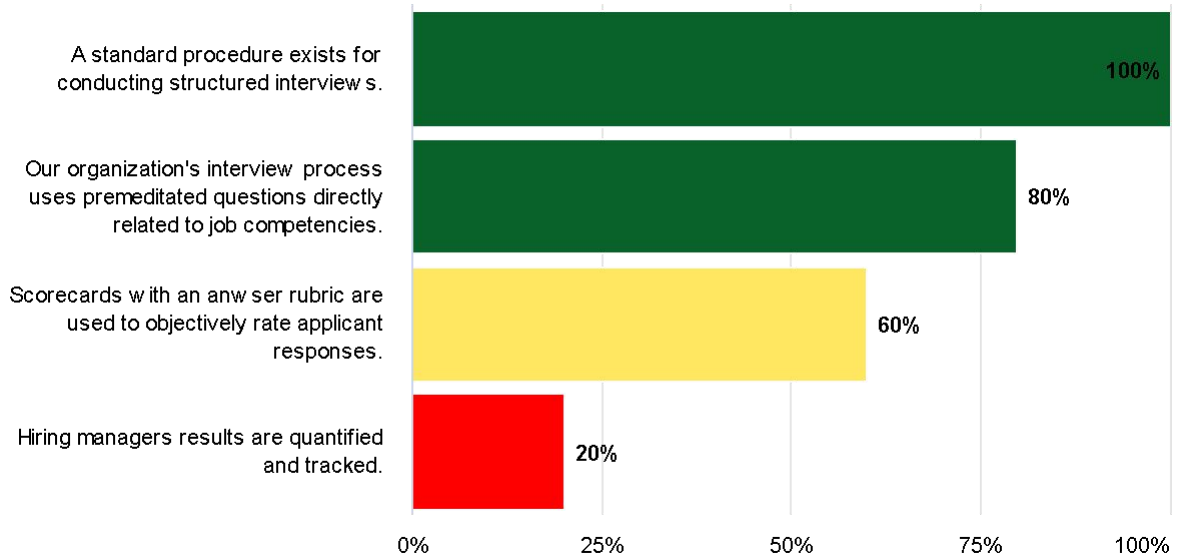
## STRUCTURED INTERVIEWS

The Structured Interviews questions module measures the degree to which a standardized and EEOC-compliant interview process is used.

### OVERALL SCORE

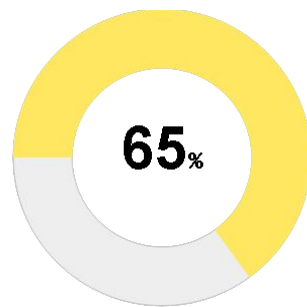


### QUESTION SCORE RANK



## STRUCTURED INTERVIEW RATING

Your organization's competency score falls within the **Moderate Range** of the sample population. While some organizations that score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these competencies. More in-depth understanding and continued development are encouraged.



Structured Interviews

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Scorecards** – Use ITN HR experts and Workforce Selection Factors to help develop an interview scorecard and answer rubric.
- **Hiring Metrics** – Evaluate and benchmark current employees to establish work practice standards that can be used to score job applicant interview question responses.
- **Hiring Manager Evaluation**- Use the ITN Hire platform to track manager interview ratings and their hiring effectiveness.

## TRAINING

This section of the report shows your organization's level of development as related to workforce training. Training is critical to maintaining organization skills as well as enhancing employee engagement and on-the-job performance capabilities.



### COMPLIANCE

Compliance training ensures that employees understand all the relevant laws, regulations, and internal policies that govern the organization.



### ONBOARDING

A systematic method for providing the tools, knowledge, and training a new hire needs to be effective in the organization.

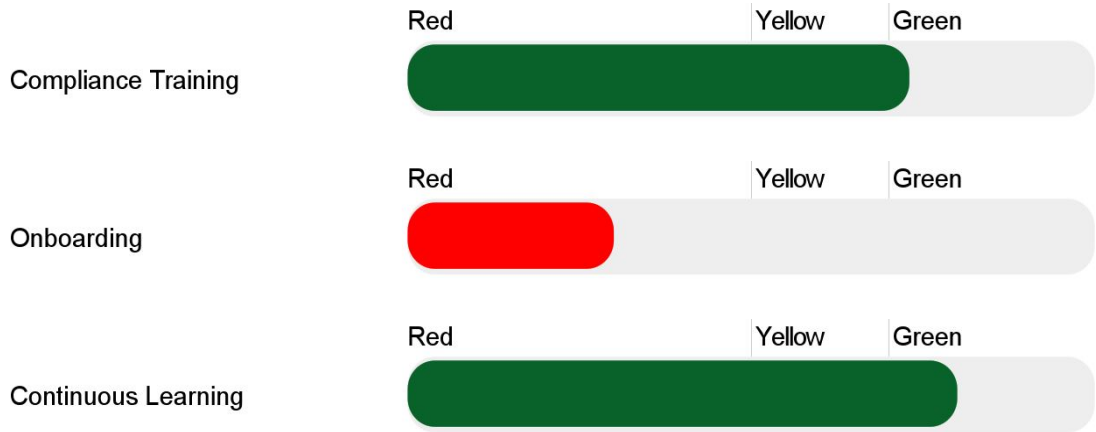


### CONTINUOUS LEARNING

A set of learning principles and practices that empower employees to meet both personal career goals and organizational needs.

## TRAINING

This section of your report shows development levels of competencies associated with training practices throughout the organization.





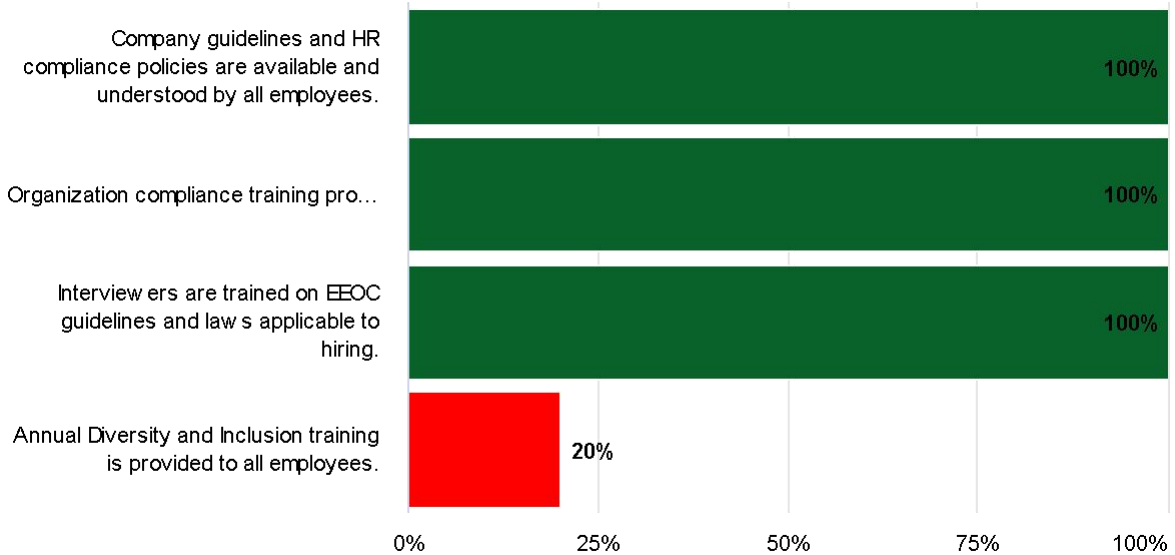
## COMPLIANCE TRAINING

The Compliance Training questions module measures your organization's practices to ensure that training related to important policies that govern your organization is clearly understood by all employees.

### OVERALL SCORE

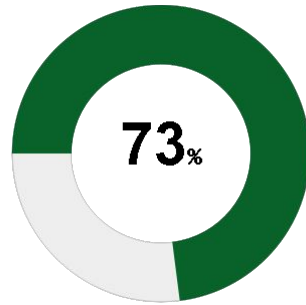


### QUESTION SCORE RANK



## COMPLIANCE TRAINING RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Compliance Training

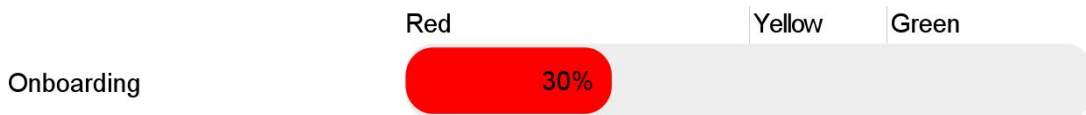
**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Enterprise Learning Platform** – Use the ITN Enterprise learning platform to ensure that all employees receive the information they need to be compliant.
- **Compliance Training** – Engage an ITN partner to provide HR, safety and/or regulatory compliance training to your organization.
- **Disparate Impact Analysis** – Conduct data analysis to compare organization practices and results as segmented by EEOC-protected classifications.

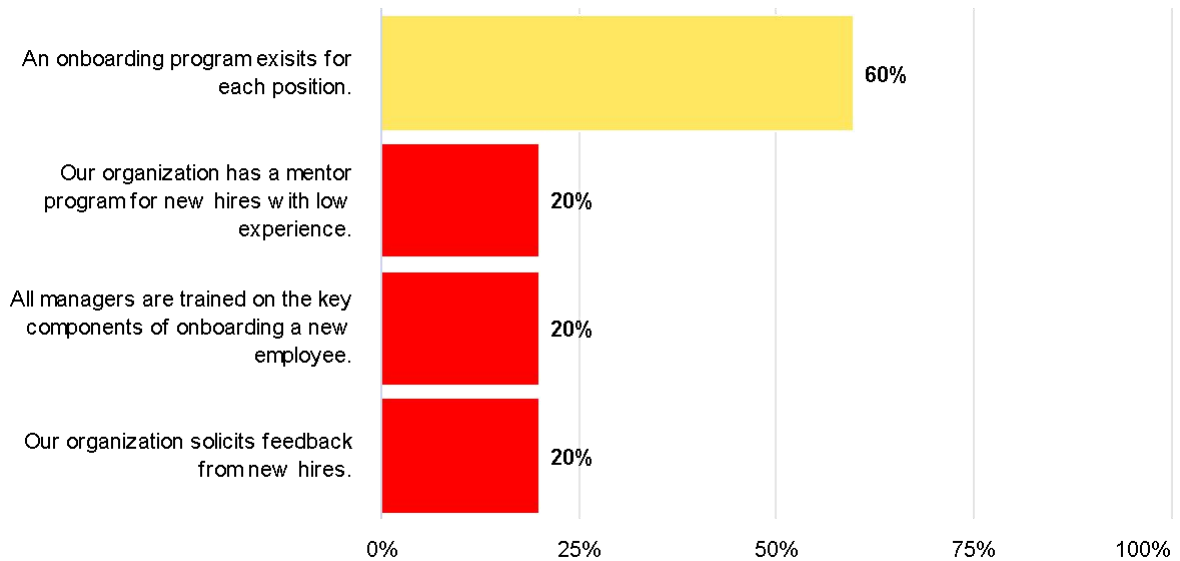
## ONBOARDING PRACTICES

The Onboarding questions module measures the process by which new employees acquire the skills, knowledge, and behaviors needed to become effective contributors to the organization.

### OVERALL SCORE

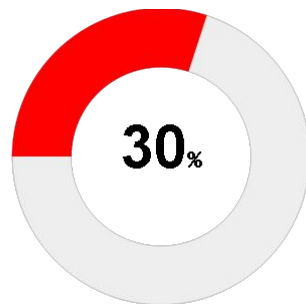


### QUESTION SCORE RANK



## ONBOARDING PRACTICES RATING

Your organization's competency score is in the **Low Range** of the sample population. There is a higher probability that organizations that score in this range may be less capable than peer companies that score higher. This low score may be a concern for some organizations. More in-depth understanding and continued development in the areas of concern are highly recommended.



Onboarding

**HOW TO IMPROVE** - If you are looking to improve your organization's proficiency in this competency, below are some suggested actions to consider.

- **Onboarding Program** -Use ITN HR experts to help develop an onboarding program specific to your organization's needs.
- **New Hire Feedback** – Use the ITN text-friendly InformUs survey tools to get new hire feedback about their onboarding experience.
- **Assign a Mentor** – Create a formal mentor program designed to teach both soft and hard skills to new employees.

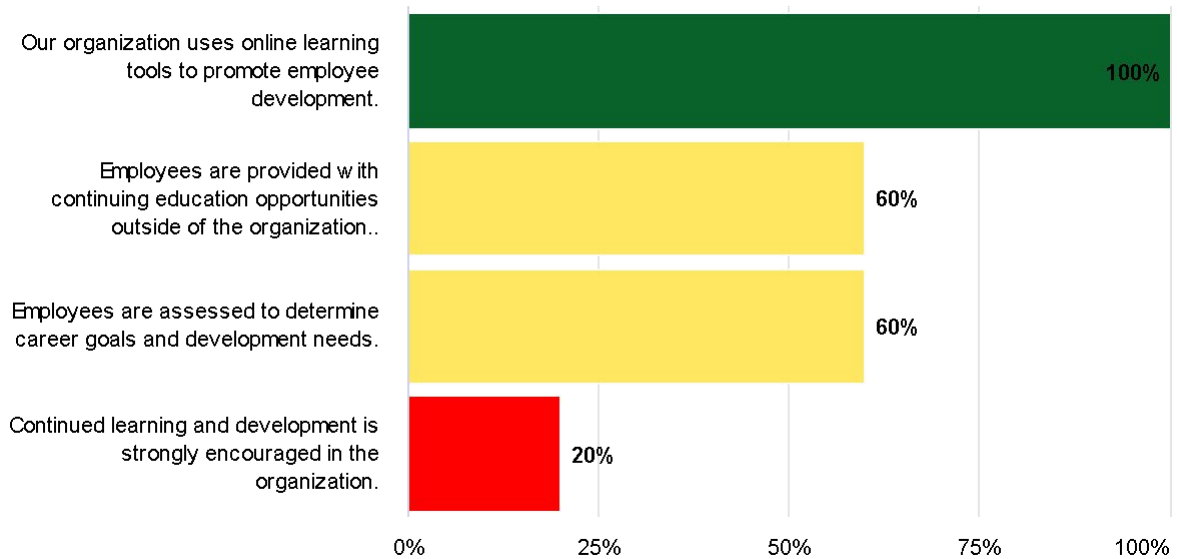
## CONTINUOUS LEARNING

The Continuous Learning questions module measures the extent to which you have established a formal program to develop and train employees.

### OVERALL SCORE

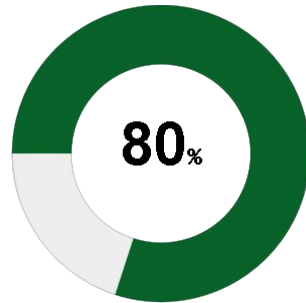


### QUESTION SCORE RANK



## CONTINUOUS LEARNING RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Continuous Learning

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Enterprise Learning Platform** – the ITN Enterprise Learning Platform provides an online framework that automates all aspects of the learning process. We have over 1,000 business-related courses that are online and mobile-friendly.
- **Instructor-Led Training** – Use ITN trainers to facilitate course design and increase the engagement of course participants.
- **Work Skills Self-Development Guide** – The ITN Work Skills Self-Development Guide helps employees identify their unique competency strengths, weaknesses, and areas of interest for continued development.

## INSPIRING

This section of the report shows the level of organizational development related to how it motivates employees to feel excited and energized (inspired) to contribute at a high level.

### ENGAGEMENT

Workforce Engagement describes the level of enthusiasm and dedication employees feel toward their job. High levels of engagement lead to high levels of retention and productivity.

### MANAGEMENT DEVELOPMENT

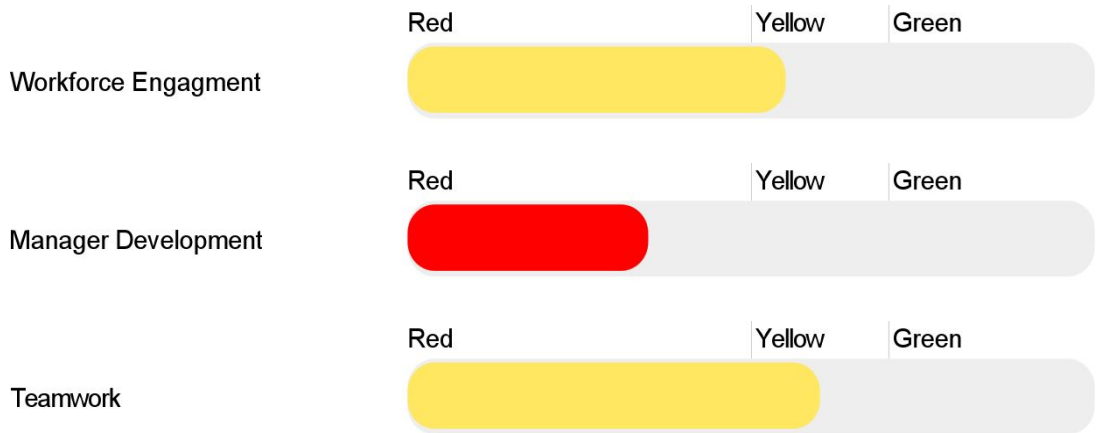
A systematic process for measuring and addressing the development needs of managers to improve their effectiveness.

### TEAMWORK

Team development ensures that members of a group are able to work together with open communication and trust.

## INSPIRING

This section of your report shows development levels of competencies associated with employee well-being and management.





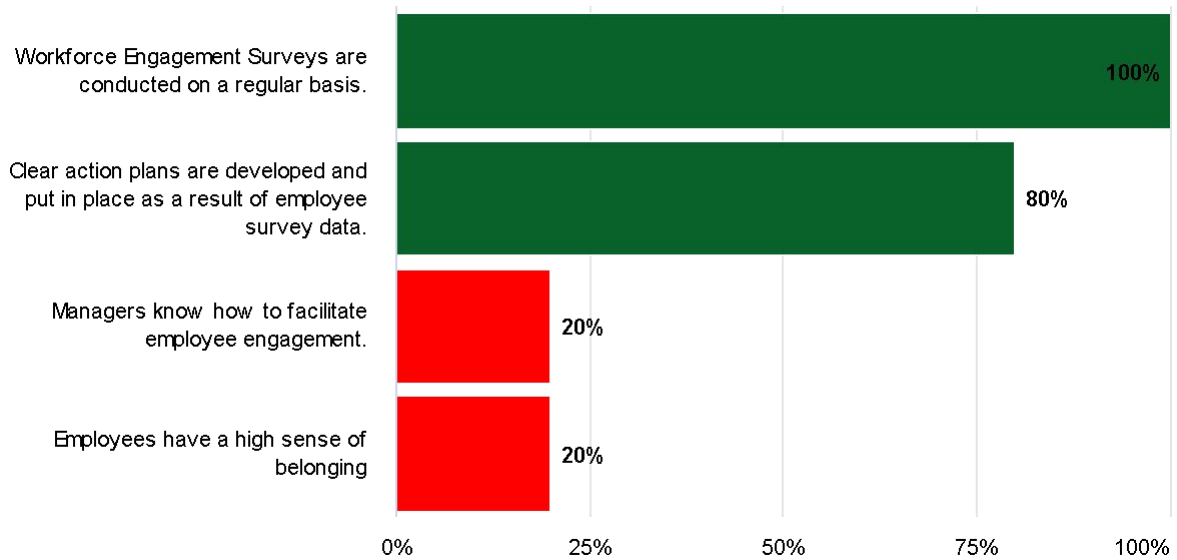
## WORKFORCE ENGAGEMENT

This section of your report shows development levels of competencies associated with the level of commitment and enthusiasm that employees have towards their jobs.

### OVERALL SCORE

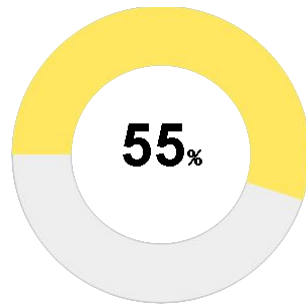


### QUESTION SCORE RANK



## EMPLOYEE ENGAGEMENT RATING

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Workforce Engagement

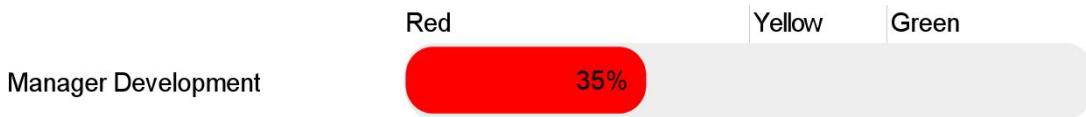
**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Workforce Engagement Survey** - Conduct an ITN Workforce Engagement Survey to gain insights into your employee attitudes and needs. The ITN surveys use descriptive, diagnostic, and predictive analytics to understand the implication of engagement scores as related to their job, team, manager, and organizational practices.
- **Engagement Coaching** – Use ITN expert engagement coaches to teach managers the importance of and how to treat all employees with care and respect.

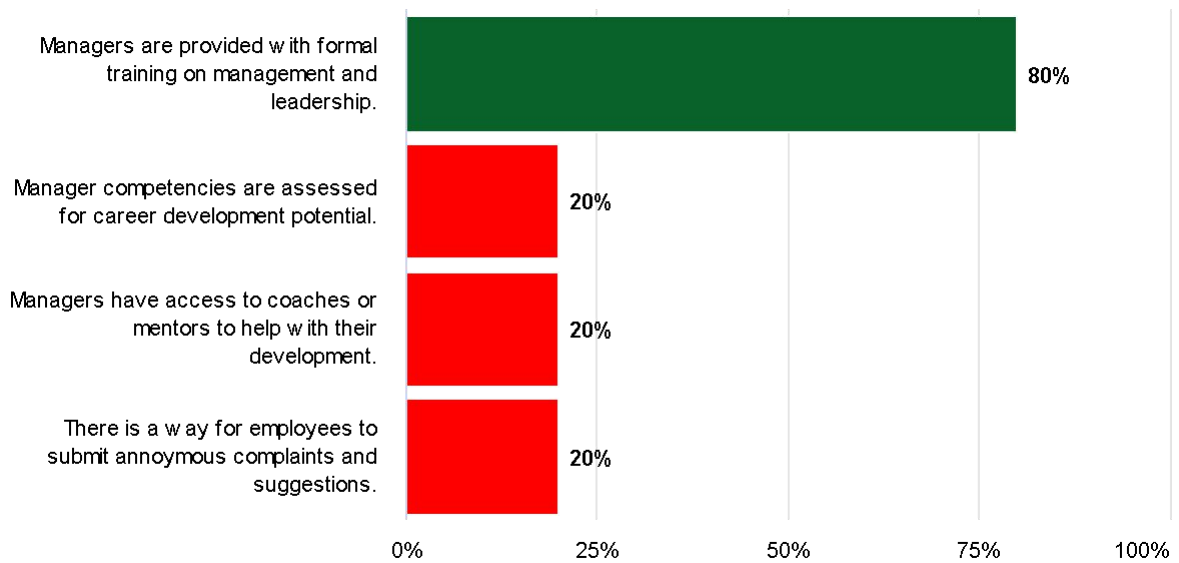
## MANAGER DEVELOPMENT

The Manager Development questions module measures the organization's commitment and efforts to ensure the competencies of managers using structured evaluation and development programs.

### OVERALL SCORE

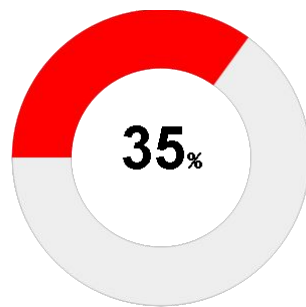


### QUESTION SCORE RANK



## MANAGER DEVELOPMENT RATING

Your organization's competency score is in the **Low Range** of the sample population. There is a higher probability that organizations that score in this range may be less capable than peer companies that score higher. This low score may be a concern for some organizations. More in-depth understanding and continued development in the areas of concern are highly recommended.



Manager Development

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Frontline Leadership Training** – Provide managers with access to the ITN Enterprise Learning Platform using a blended learning approach that holds managers accountable.
- **Supervisor Assessment** – Identify the specific skills your frontline managers and leaders may be needing and align with training opportunities both by learning and doing.
- **Employee Suggestion - QR Code** – Use ITN (“Let Us Hear From You”) posters with URL links and QR codes to receive anonymous reports for suggestions and reports of corrective actions needed.

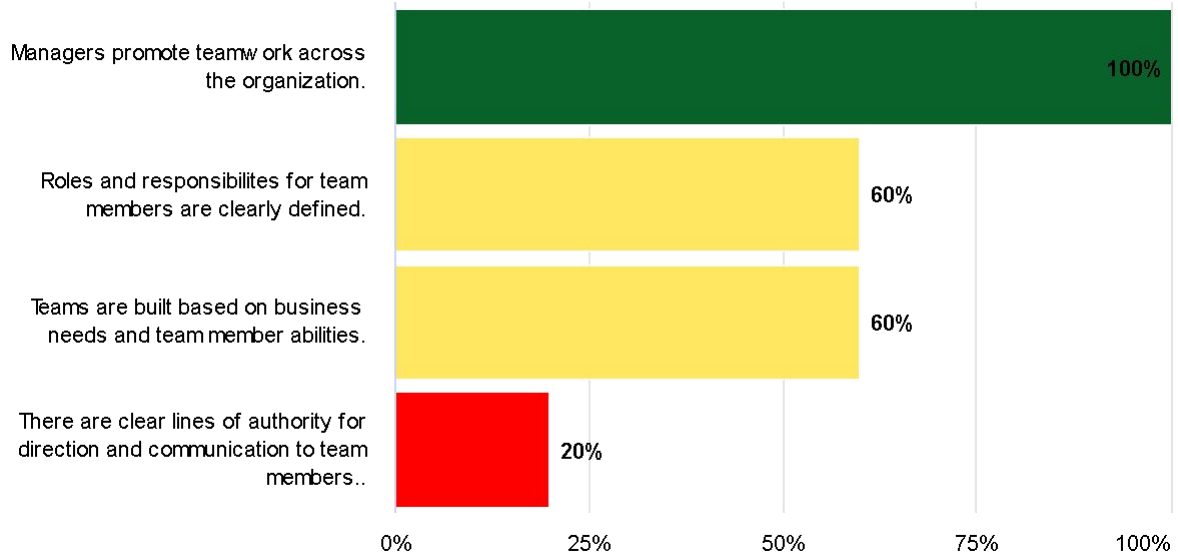
## TEAMWORK

The Teamwork questions module measures the degree to which your organization fosters an environment where people work together cohesively towards a common goal creating a positive work environment and supporting each other.

### OVERALL SCORE

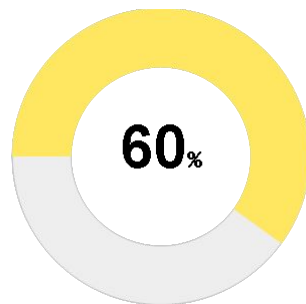


### QUESTION SCORE RANK



## TEAMWORK RATING

Your organization's competency score falls within the **Moderate Range** of the sample population. While some organizations that score in this range have an acceptable level of competency, others (particularly those who score at the low end of the range), at times, may not demonstrate these competencies. More in-depth understanding and continued development are encouraged.



Teamwork

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **DISC Team Communication** – Use ITN DISC assessments and training to increase employee self-awareness and improve their communication skills. We teach personality styles and adaptability to the needs of others.
- **Clarify Roles and Responsibilities**- Use ITN focus groups to discuss and define job roles and responsibilities. The ITN “Job Gap Analysis” describes differences between employee and management expectations.
- **Celebrate Together** – Let ITN experts in team building create opportunities for team members to get to know each other personally to become more connected and collaborative.

## CULTURE

This section of the report shows your alignment with the culture and values that are associated with most successful organizations.

### VISION

An organization's vision statement describes, at the highest levels, what an organization hopes to be and achieve in the long term. It provides a sense of higher purpose.

### VALUES

Organization values are a set of deeply ingrained principles and fundamental beliefs that guide the actions of employees.

### DEIB PRACTICES

Policies, programs, and training efforts are in place to ensure that all employee's unique needs, perspectives, and potential are treated in a fair and equitable manner.

## CULTURE

This section of your report shows the development levels of competencies associated with an organization's underlying beliefs, values, and ways of interacting with others.





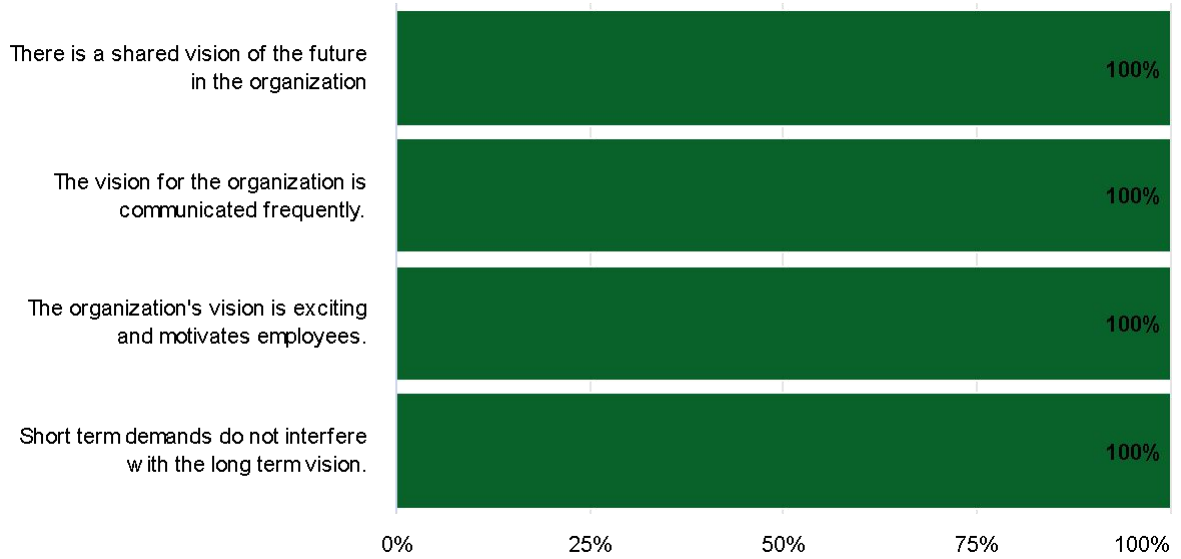
## VISION

The Vision of the future questions module measures the degree to which your organization has communicated a clear and specific road map to meet its objectives.

### OVERALL SCORE

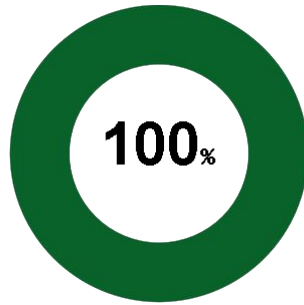


### QUESTION SCORE RANK



## VISION RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Vision

**COURSE RECOMMENDATIONS** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Vision Statement** – Use ITN HR experts to conduct workshops that solicit input and feedback from the organization to create a shared vision.
- **ITN Workforce Survey** – Use an ITN Workforce survey to gain key insights into employees' understandings of the company vision and plans for the future.

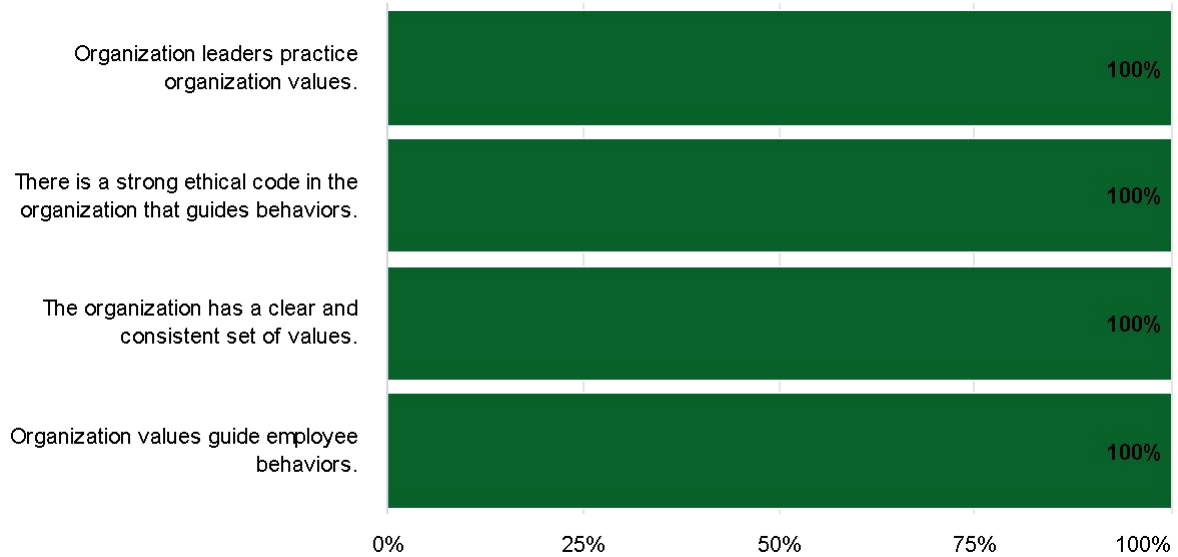
## VALUES

The organization Values questions module measures the degree to which your organization sets expectations for principles that people to guide their actions and behaviors.

### OVERALL SCORE

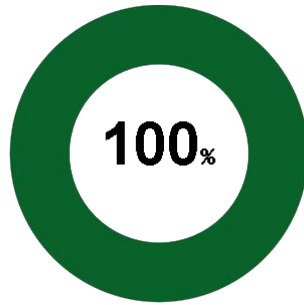


### QUESTION SCORE RANK



## VALUES RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Values

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Statement of Values** – Use ITN HR experts to lead workgroups that create an organizational values statement that connects employees and customers alike to your organization.
- **Communicate the Values Statement** – Create a connection between employees and organization values by using ITN experts to implement a focused communication plan that helps employees understand the organization's guiding principles.

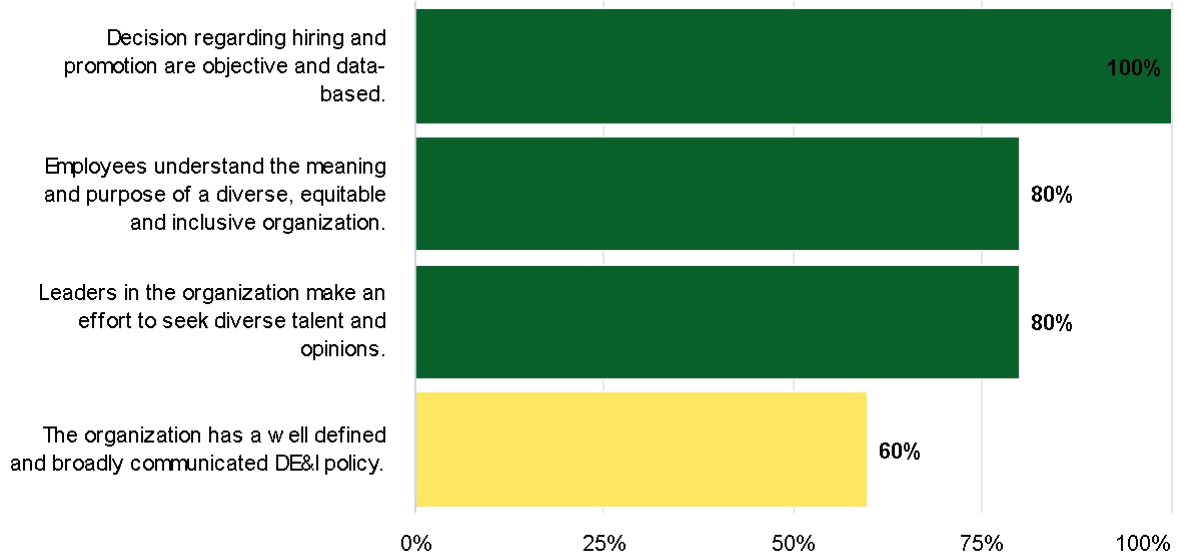
## DIVERSITY, EQUITY, INCLUSION & BELONGING

The DEI&B questions module measures the degree to which your organization is able to recognize and adapt to the individual and cultural preferences of a wide range of team members.

### OVERALL SCORE

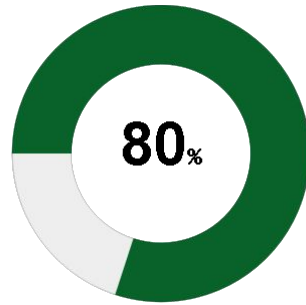


### QUESTION SCORE RANK



## DEI&B RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



DE&I Practices

**WAYS TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Diversity Training** – Use ITN partners to develop programs that teach the basic principles of Diversity, Equity, Inclusion, and Belonging.
- **Diversity & Inclusion Survey** – Use and ITN, DEIB survey to gain key insights into employees' perceptions of equity, inclusion, and belonging.
- **Individual Training** – Use the ITN Enterprise Learning Platform to address individual learning needs and expand employees' understanding of what it means to be a contributing member of a diverse workplace.

## ACCOUNTABILITY

This section of the report measures organization practices that create employee responsibility for their actions, behaviors, decisions, and performance results.

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### PERFORMANCE METRICS

Performance metrics are objective, data-based measures used to track progress and results towards the organization and employee goals.

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### WORKFORCE MEASURES

Workforce Measures monitor progress being made to the overall emotional health and well-being of the workforce.

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### EMPLOYEE FEEDBACK

Employee Feedback Programs help organizations gain data-driven insights essential to improving the engagement and productivity of the workforce.

## ACCOUNTABILITY

This section of your report shows development levels of competencies associated with assigning accountability to various parts of the organization.





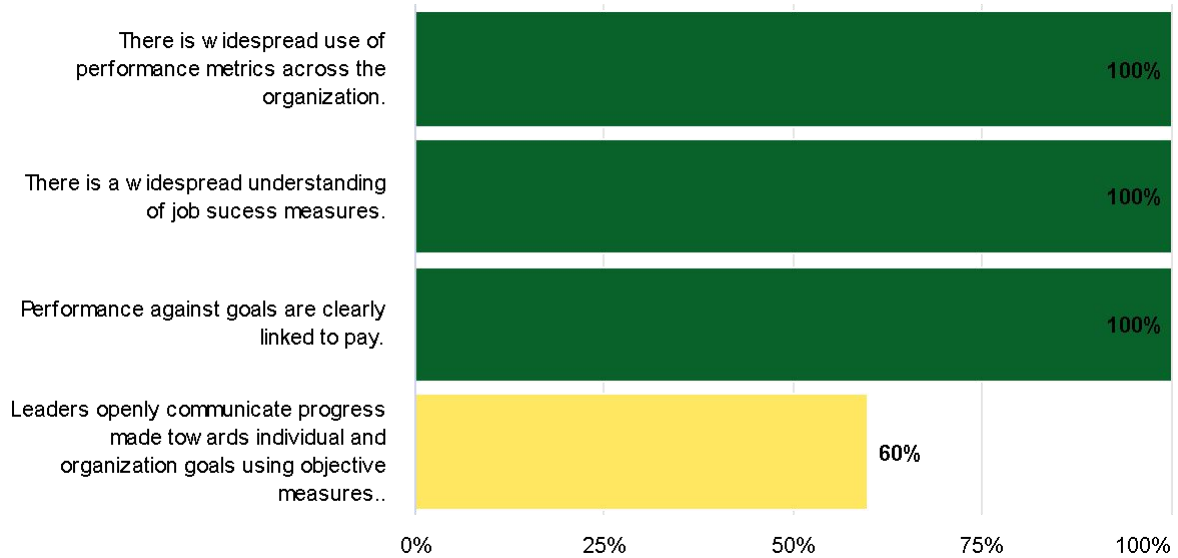
## PERFORMANCE METRICS

The Performance Metrics questions module measures the degree to which your organization is able to objectively track and measure the performance of its employees.

### OVERALL SCORE

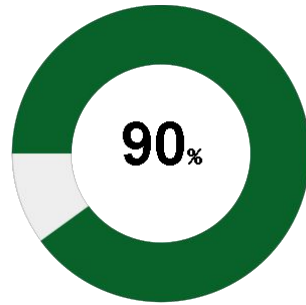


### QUESTION SCORE RANK



## PERFORMANCE METRICS RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Performance Metrics

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Data Base Measures** – Use the ITN workforce database to understand job responsibilities and associated measures.
- **Benchmark Jobs** – Let ITN assess your workforce to create benchmark standards by job type.
- **Accountability Training** – Use ITN experts to train your workforce on what it means to be accountable and how to measure and monitor accountability.

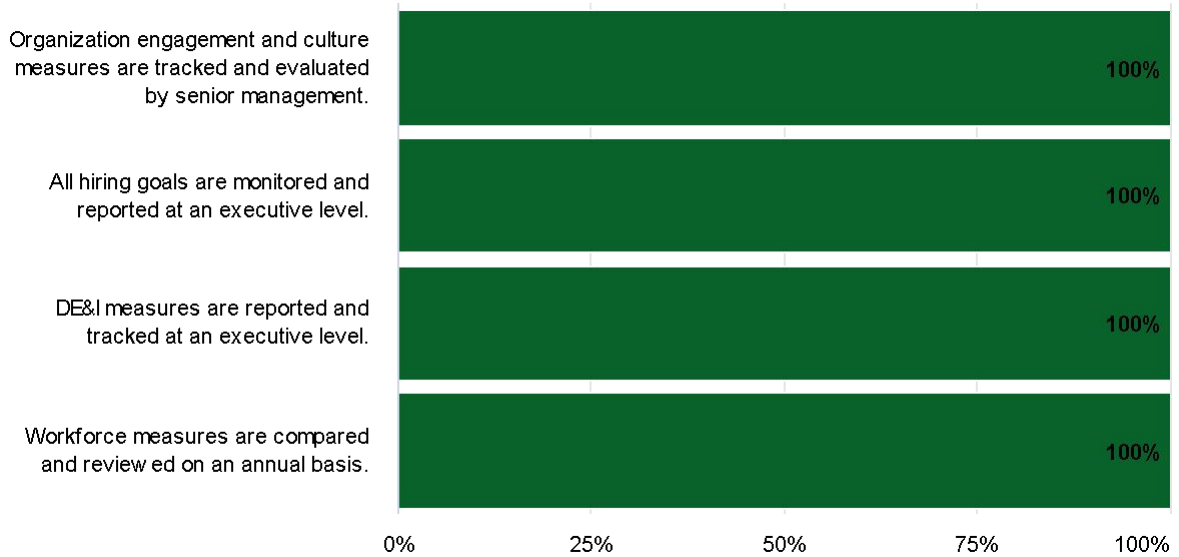
## WORKFORCE MEASURES

The Workforce Measures questions module measures the degree to which you receive feedback related to HR programs including workforce engagement, hiring practices, and DE&I initiatives.

### OVERALL SCORE

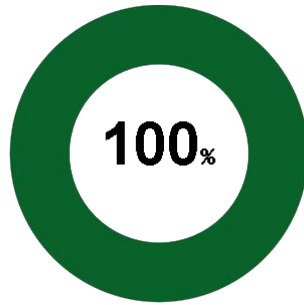


### QUESTION SCORE RANK



## WORKFORCE MEASURES RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Workforce Measures

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested online courses to consider.

- **Engagement Scores** – Use the ITN Workforce Engagement Survey on an annual basis to measure the level of employee engagement in your organization.
- **Hiring Analytics** – The ITN Hire platform provides a full range of all data analyses related to your hiring efforts including job effectiveness, time to hire, source of applicants, conversion rates, and quality of hires.
- **DE&I Measures** – Use the ITN training programs and workforce survey to gain numerical insights into your organization's level of understanding and current practices.

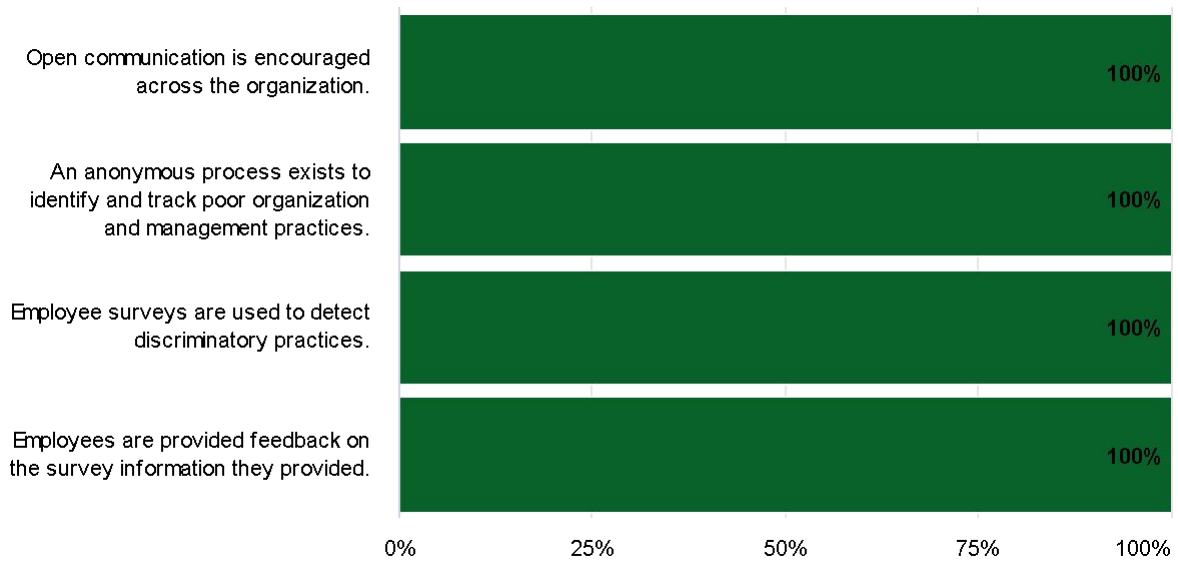
## EMPLOYEE FEEDBACK

The Employee Feedback questions module measures the ability to monitor employee experiences and prevents poor management practices.

### OVERALL SCORE

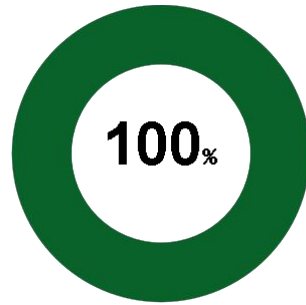


### QUESTION SCORE RANK



## EMPLOYEE FEEDBACK RATING

Your organization's competency score falls within the **High Range** of the sample population. As a result, there is a higher probability that this area of organization competency is more developed than those organizations scoring lower. This is an area of strength for the organization.



Employee Feedback

**HOW TO IMPROVE** - If you are looking to improve your proficiency in this competency, below are some suggested actions to consider.

- **Employee Suggestions** – Use the ITN InformUs anonymous survey to track complaints and suggestions related to poor management or organization practices.
- **Workforce Survey** – Conduct an ITN Workforce Survey to solicit feedback on employee experiences. Gain insights need to improve engagement and operating efficiencies.

### **Important Note About Exploring This Report.**

- Results are a snapshot in time and represent an overview of some key elements of your organization's development efforts.
- There are no good or bad scores, just a framework to establish goals to meet your organization's development needs.

The key is to identify where you are now, where you want to be, and what tools it will take to achieve your objectives.

### **What Works?**

- Define your Organization's Development objectives and summarize where you are now and what competencies need to be developed.
- Create a roadmap for the competencies you want to develop including the services and support that will assist your efforts.
- Commit to your organization's development plan and act on your plan.

**LET'S GET STARTED – Turn the Page**

### Small Steps Lead to Big Results

You are only a few small steps away from making progress.

What Organization Development Competencies does your organization currently excel in?

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What competencies does your organization need to develop?

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What programs should be put in place to achieve your organization's objectives?

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To learn more feel free to contact us at [information@itnanalytics.com](mailto:information@itnanalytics.com) or call 901.568.3569.



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