

Role clarity survey

Leave your name off. Think about the job you are doing this month, not the one written on paper.

Team _____

Date _____

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
1 I can say in one sentence what my role is for.	1	2	3	4	5					
2 I know how my manager will judge my work this year.	1	2	3	4	5					
3 When tasks compete, I know which one comes first.	1	2	3	4	5					
4 I know which decisions I can make on my own.	1	2	3	4	5					
5 It is clear where my job ends and a teammate's begins.	1	2	3	4	5					
6 I know the usual steps for the main tasks in my job.	1	2	3	4	5					
7 My manager and I would describe my job the same way.	1	2	3	4	5					
8 When my duties change, someone tells me what is new.	1	2	3	4	5					
9 I hear often enough whether my work is on track.	1	2	3	4	5					

10 Which part of your role is least clear right now?

☐ Goals and measures ☐ Priorities ☐ Decision rights ☐ Who does what ☐ How to do the work

11 Describe a recent task where you were unsure who owned it or how to do it.

12 What one change would make your role clearer?

Thank you. Your answers are anonymous.

poll-maker.com/role-clarity

Optional questions (1 of 2)

Add any of these to the core questions. Keep the numbering running on from page one.

Goals and how work is judged

STATEMENT	STRONGLY DISAGREE		STRONGLY AGREE	
13 I can find my current goals in writing.	1	2	3	4
14 I know how my work feeds my team's goals this year.	1	2	3	4
15 My targets measure things I can influence.	1	2	3	4
16 I know what excellent work looks like in my role.	1	2	3	4
17 My goals stay the same long enough to reach them.	1	2	3	4

Decision rights and hand-offs

STATEMENT	STRONGLY DISAGREE		STRONGLY AGREE	
18 Each shared project has one named decision maker.	1	2	3	4
19 I know who to go to when a decision is above my level.	1	2	3	4
20 Work handed to me arrives with an owner and a deadline.	1	2	3	4
21 I rarely find two people doing the same task.	1	2	3	4
22 When two teams both claim a task, or both avoid it, who settles it?	☐ My manager ☐ Their manager ☐ The two of us ☐ A senior leader ☐ Nobody, it stalls			
23 Where does unclear ownership cost you time? (tick all that apply)	☐ Approvals ☐ Hand-offs ☐ Shared requests ☐ Meetings ☐ Customer issues ☐ None of these			

Conflicting demands

STATEMENT	NEVER		ALWAYS	
24 Two people ask me for things that cannot both be done.	1	2	3	4
25 I get work without the time or tools to finish it.	1	2	3	4
26 What one team wants from me clashes with another.	1	2	3	4
STATEMENT	STRONGLY DISAGREE		STRONGLY AGREE	
27 When requests clash, I know who settles it.	1	2	3	4

Optional questions (2 of 2)

Add any of these to the core questions. Keep the numbering running on from page one.

New in the role

STATEMENT	STRONGLY DISAGREE			STRONGLY AGREE	
28 The job matches the one described when I said yes.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
29 I know what I should achieve in my first 90 days.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
30 I know who to ask when I am unsure how things work here.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
31 I have met the people whose work depends on mine.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

About you (optional)

32 How long have you been in your current role?

☐ Under 3 months ☐ 3 to 12 months ☐ 1 to 3 years ☐ Over 3 years ☐ Prefer not to say

33 Which best describes your level?

☐ Individual contributor ☐ Team lead ☐ Manager ☐ Senior leader ☐ Prefer not to say

34 Where do you do most of your work?

☐ On site ☐ Hybrid ☐ Remote ☐ Prefer not to say

Thank you. Your answers are anonymous.

poll-maker.com/role-clarity