

Role clarity results

Team _____

Date _____

Number of answers _____

Tally how many employees ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

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

Which part of your role is least clear right now

GOALS AND MEASURES	PRIORITIES	DECISION RIGHTS	WHO DOES WHAT	HOW TO DO THE WORK

Strengths

The two statements with the highest percent agree.

Parts of the role to clarify first

The two statements with the lowest percent agree.

What the open answers say

Sort the comments into three or four themes.

You said, we will

What we heard, which roles we will clarify, and by when.
