Supportive Work Environment Agency Self-Assessment

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One strategy to improve staff retention—a challenge for many sexual and reproductive health agencies—is to cultivate a connected and supportive work environment. This assessment tool can help agencies identify where they are already using supportive work environment strategies, as well as opportunities for improvement.

Working together with staff of diverse roles and responsibilities, respond to each assessment item in the table below by marking the circle that best describes your agency. Then reflect on your responses and identify priorities for developing organizational capacity. If you aren't sure where to begin, start by addressing items your team has marked "Does not describe us." Review the Strategies for Creating a Supportive Work Environment for Sexual and Reproductive Health Staff Toolkit to identify resources and tools supporting each domain. See also the Work Plan for Building a Supportive Workplace Environment. Consider making improvements in one or two areas to start. As you roll out supportive work environment strategies across your agency, revisit this assessment periodically to track progress and identify next steps.

CONNECT

Our agency...	Describes us well	Almost there	Just getting started	Does not describe us
Promotes a sense of connection and belonging among staff.	○	○	○	○
Facilitates opportunities for supportive and reflective conversations with staff.	○	○	○	○
Promotes staff connections at the start and end of each work day.	○	○	○	○
Creates space for mental and emotional transitions from home to work, and then from work to home.	○	○	○	○
Employs strategies to help staff feel psychologically, emotionally, physically, and culturally safe.	○	○	○	○
Employs strategies to build compassion resilience in the workplace.	○	○	○	○

SUPPORT

Our agency...	Describes us well	Almost there	Just getting started	Does not describe us
Employs strategies to address the emotional toll of reproductive health work on staff.	◉	○	○	○
Employs strategies for building a trauma-informed workforce.	○	○	○	○
Employs strategies to decrease burnout and increase staff member agency.	○	○	○	○
Regularly reviews employee compensation and paid benefits policies through a lens of staff satisfaction and organizational sustainability.	○	○	○	○
Employs a compensation framework that includes direct and indirect compensation.	○	○	○	○
Regularly conducts salary surveys, benefits benchmarking, and employee surveys.	○	○	○	○
Has a mission, vision, and values that provide clear direction.	○	○	○	○
Puts agency values into action.	○	○	○	○

DEVELOP

Our agency...	Describes us well	Almost there	Just getting started	Does not describe us
Provides opportunities for professional development and networking.	○	○	○	○
Focuses on staff members' interests in expanding their expertise and/or responsibilities.	○	○	○	○
Employs a process for identifying the essential knowledge, skills, and attitudes (KSAs) needed to be effective and successful in each role.	○	○	○	○

DEVELOP (CONTINUED)

Our agency...	Describes us well	Almost there	Just getting started	Does not describe us
Employs formal orientation, shadowing, training, and/or precepting to help new hires develop needed KSAs.	○	○	○	○
Employs a 30-60-90-day onboarding process to help new hires achieve competency.	○	○	○	○
Provides staff with opportunities to learn to perform roles that are not limited by licensure or credentialing requirements.	○	○	○	○
Employs a cross-training program to provide job variety for individual staff members, strengthen interdepartmental/cross-functional collaboration, and increase organizational resilience.	○	○	○	○

ENGAGE

Our agency...	Describes us well	Almost there	Just getting started	Does not describe us
Involves staff in job and care delivery design changes.	○	○	○	○
Employs strategies to strengthen relationships within teams.	○	○	○	○
Supports staff to identify tasks that energize them and tasks that drain them.	○	○	○	○
Provides staff with opportunities to offer feedback on workplace climate, culture, and engagement.	○	○	○	○
Ensures that organizational changes reflect staff inputs.	○	○	○	○

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