

ORGANIZATIONAL AUDIT

- ✓ Answer the following questions by checking the appropriate box to the right.
- ✓ After you have finished answering each question, total the number of checked boxes in each column.
- ✓ Multiply the total of each column by the severity factor for that category.
- ✓ Add together the total of each column. This is your audit score.

AUDIT QUESTIONS

| Answer according to 1=Yes, 2=Pretty Sure, 3=Not Sure, 4=No | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| 1. I know what the responsibilities of my job are. | | | | |
| 2. I know who my supervisor is and what he or she is responsible for. | | | | |
| 3. I feel my workload is too heavy. | | | | |
| 4. I feel I can discuss my problems with my superior. | | | | |
| 5. I know what my benefits are. | | | | |
| 6. I feel that I am a part of a productive work team. | | | | |
| 7. I always know what my daily and weekly goals are. | | | | |
| 8. I know what the long-term goals of the company are. | | | | |
| 9 I know what the organizational structure of the company is. | | | | |
| 10. I feel I have had enough training in order to perform my job. | | | | |
| TOTAL THE NUMBER OF RESPONSES IN EACH COLUMN | | | | |
| MULTIPLY THE RESPONSES BY EACH COLUMN'S SEVERITY FACTOR | | | | |
| ENTER THE RESULTS HERE | | | | |
| ADD THE RESULTS FOR YOUR AUDIT SCORE | | | | |