

Addressing Concerns in your Workplace

Answer honestly...then review any negative responses with your doctor/manager to try to determine why and more importantly, what can be done to improve current circumstances in the best interests of everyone.

	Yes	No
1. Do you feel your salary is equal to your skills?		
2. Are wage increases structured upon performance?		
3. Do you have an understanding of your overall compensation? (salary + benefits)		
4. Do you feel you receive an overall fair compensation?		
5. Does your practice have an employee manual?		
a. If yes, are all employees aware of the contents of this manual?		
b. Are the policies updated regularly?		
c. Are all of the policies enforced fairly across the board?		
d. Is your manual available to all employees?		
6. Are all job duties written and clearly defined?		
7. Do you feel the work you do is important to the success of the practice?		
8. Are you cross trained?		
9. Do you feel you are placed in the "right" position at work?		
10. Do you feel your skills match your job description?		
11. Are you at all involved in the practice's decision making process?		
12. Is your practice rooted in Theory Y Management?		
13. Does your manager/doctor lead by example?		
14. Does your practice conduct regular performance reviews?		
15. Are all employees asked for their input?		
16. Does "positive" outweigh "negative" in your office?		
17. Is negativity generally addressed immediately?		
18. Do you get a sense of genuine "teamwork" at work?		
19. Would you say your practice works hard to develop its organizational culture?		
20. Do you feel comfortable in your work surroundings?		

21. Does fixing faulty equipment tended to right away?		
22. Is the layout of your work area conducive to your productivity?		
23. Is your office clean and tidy?		
24. Do you feel you have ownership in your work?		
25. Is responsibility shared amongst all workers?		
26. Do you feel you have an adequate amount of control and responsibility with regards to your work?		
27. Does your practice encourage and support professional growth?		
28. Does staff attend outside seminars regularly?		
a. If so, do you have feedback sessions afterwards to share ideas?		
29. Would you say your practice is open to change recommendations?		
30. Does your practice have regular staff meetings?		
a. Do you feel these meetings are beneficial in making progress?		
31. Do you get along with your co-workers?		
32. Do you have a solid, good relationship with your doctor?		
33. (If different than "doctor") Do you have a good relationship with your manager?		
34. Do you look forward to seeing your co-workers each day?		
35. Do you have "fun" at work?		
36. Are you most times acknowledged when you do an outstanding job?		
37. Are you recognized for your every day work duties?		
38. Do you feel appreciated at work?		
39. Do you feel your doctor or manager has a realistic grasp on all that you do?		
40. Do you have any kind of reward or incentive program?		
41. Do you feel productive at work?		
42. Do you feel you accomplish your daily list of duties in a timely manner?		
43. Do you find your work interesting?		
44. Do you feel you are aligned to your practice's philosophy?		
45. Do you have written goals?		