

QWE SELF-ASSESSMENT

Employees from each profit center or AbilityOne contract should be involved in this assessment. A facilitator leads the assessment using questions from the following four categories. Questions are a guide to elicit information from employees about the organization's current practices and what could be done for improvement. There should be one or more areas for improvement per category. Typically, the improvements take a month or two to complete. The action items must be reviewed and approved by management. Once approved, the action items are tracked monthly by another employee team. When all items are completed, another assessment should occur.

Date:

Agency:

Facilitator (name, title, email, phone):

Employees Providing Assessment (name and title):

Category: Enhancement through Productivity, Assistive Technology, Agency Culture or Incentives

Training

What kind of training have you had? What format? (in person, webinars, online, mentor)
Accessible?

On the job training? Hand over hand? Descriptive?

Health and stress related classes?

Are training options offered outside the agency?

If you took training, did it help you with your job or help you to get another job?

Are you aware about training programs offered by NIB? Leaders at All Levels? Business Leaders Program?

Do you have programs to learn how to increase your role in the agency?

Does the agency offer training programs for personal benefit? Such as tax preparation, asset management, or life skills?

What training is missing?

Work Culture

Do employees of the agency who do not have your disability understand your needs, limits or interests?

Do you participate in work related surveys? If so, do you receive the results and are actions taken based on the results?

Do you know what is going on in other departments?

Do you know how the organization is doing on a regular basis?

Do you know if the organization has a strategic plan? And how you as a employee in a department fits in to the plan?

Assistive Technology and Accommodations

How is your job accessible? Fixtures, jigs, magnification, and screen readers?

Are the work areas accessible with lighting, high contrast or tactile marks?

Are the non-work areas (restrooms, kitchen, etc.) easy to find?

Do you have tactile guides or markers throughout the work environment?

Is getting to your work area and leaving at the end of the day easy?

Have employees had trouble using equipment to do a job and an accommodation was made? How did that work?

Has anyone asked you about what accommodations you need?

What more could be done with assistive technology or accommodations?

Incentives

Do you have award programs?

Can you earn extra time off?

Do you have celebrations for work done and times of the year?

Are employees recognized for accomplishments?

Do you have any contests?

Category: Create Opportunities for Work of Choice

Performance Measurement

How often is your work reviewed? Amount of output? Errors?

Do you know how much you need to produce on a regular basis?

Ever have contests with co-workers, shifts or departments?

Do you have a regular performance evaluation with goals and a recap of how you did in the past?

Do you talk about your career interests and goals?

Career Planning

Are job openings posted and accessible?

Does your manager offer coaching to help attain goals?

Ever receive information about jobs outside the agency? Or any companies come to talk about their job openings?

Do you work with employees who do not have disabilities?

Could you find out the skills needed for a job in the organization?

Do you have mentor or shadowing programs?

Category: Link to Community

Are you volunteering outside the agency?

Ever spoke at an external location about your work and the program?

Are you aware about the Advocates program at NIB in the Public Policy department?

Do you or have you considered mentoring a person recently affected by a disability or seeking employment?

Do you get involved in local, state or national events for blindness organizations and talk to groups about your work and the program?

Have you heard or asked if the agency will help you become a better presenter?

Participated in a local group such as Toastmasters, Rotary, or the Chamber of Commerce?

Have you been involved in a National Disability Employment Awareness Month or ADA event outside the agency?

Active with government? Transit, public safety or reasonable accommodations at retailers?

Programs with university, college or other organization providing classes?

Any sports teams? Go-ball? Beep-ball? Running?

Category: Supports in the Work Environment

Health and Safety

Do you know where safety information is located and is it accessible?

Do you know where the first aid kit is located and what is in it?

If an evacuation occurs, do you know how to get out quickly?

Do you know where to go in case of bad weather?

Do you have a wellness program?

Exercise area?

In case of emergency, do you know who to contact?"

Do you have a backup plan during emergencies?

If you have a guide dog, do you know how to get to the guide? Is there a clear plan how you get your guide in an emergency?

Does the agency have a green program? Recycling?

Do you have regular safety checks on the equipment you use?

Is the area where you wait for transit safe?

Is the transit consistent and dependable?

Do you have healthy eating options?

Is water available and accessible anytime?

Does the agency conduct emergency drills and tests?

Communications

Do you track and report your work? For example, number of items produced in a day.

Do you have a newsletter?

Does the agency use companywide meetings to share information?

Use accessible websites to share information?

Have town halls?

Does the agency promote employees in external sources such as the newspaper or television?

Is there a way to submit ideas to management?

Do you feel comfortable giving your opinions to your manager or leadership of the agency?