



Employee Workplace Self-Assessment Tool

The ***Making it Work for Employers – Employee Workplace Self-Assessment Tool*** determines which parts of the website are most relevant for you and your workplace. Designed for employees, this tool helps you reflect on your knowledge and your workplace as it relates to the five website topics: (1) Arthritis, joint pain, and back pain; (2) Workplace processes; (3) Accommodations; (4) Communication; and (5) Building workplace wellness. At the end of each section, you can rate if each topic is a priority to you or not. Your score for each topic gives you an idea of where your workplace is already excelling and where you might want to focus your attention.

The Workplace Self-Assessment Tool is most effective if you answer all of the questions. There are two ways to use this tool:

- 1. For a quick assessment**, select the response which you think best fits your current workplace. At the end of each section, rate if the topic is a priority for you to learn about right now. (~5 minutes)
- 2. For a more in-depth assessment**, reflect on why you chose that response. (~30 minutes)
 - For example, if you answered “yes, definitely” for question one: “I know what arthritis is”, you might follow-up by writing down how you define arthritis.
 - Your reflections are not used when calculating your score and examples are not marked as right or wrong. This is just a chance for you to check what you really know, or think you know, about these topics.
 - You can use your notes as a planning or discussion tool. For example, you can compare your responses with other employees who have completed the workplace self-assessment tool or, if you want to make changes to your workplace, use it as a way to look back to see where you started and at the progress made.
 - When reflecting on your responses, remember to respect people’s privacy. *Avoid using names or sharing specific details*.

Tips: You are more likely to reach helpful and practical conclusions if you: 1) are realistic about your current state, 2) reflect on your responses, and 3) look at what’s currently being done in your workplace, without making assumptions about future progress.

If you are unsure of an answer, we encourage you to select “No, not really”, instead of guessing, to optimize learning opportunities in your final report.

Scoring: if you complete the assessment online, you will receive a score out of twelve for each topic. If you print the assessment, here is how you tally the score yourself.

- You receive a score for each of the five topics.
- You receive 1 point for every ‘a’, 2 points for every ‘b’, and 3 points for every ‘c’ response.
- Add up the points for each section. To compare your scores, put the section totals in the “total scores” table at the end of the tool.
- Note whether you rated learning more about the topic as a priority or not and what the topics with the lowest scores in the designated spaces.

Arthritis, Joint Pain, and Back Pain

This section assesses your general knowledge of arthritis, joint pain, and back pain and how it can impact people at work. Although Arthritis, Joint Pain, and Back Pain are addressed as one item, each of these conditions is unique. Answer the questions considering one or all of these conditions, depending on your experience and relevance in your workplace.

1. I know what arthritis is.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

2. I know how arthritis, joint pain, and back pain can impact people at work.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

3. I know it can be uncomfortable for some to disclose a chronic condition like arthritis, joint pain, or back pain to an employer.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

4. I know that arthritis, joint pain, and back pain are one of the most common reasons that employees leave the workforce.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

5. Learning more about arthritis, joint pain, and back pain is a priority for me (Y/N)

Score

Workplace Processes

This section helps you reflect on your knowledge of workplace processes, specifically ones related to health and wellness (such as accommodating an employee, handling a health-related disclosure, or submitting an incident report). It also looks at if existing processes are being used and are helpful.

1. I know what a workplace process is (e.g., safety incident reporting, attendance awareness program, requesting vacation time).

a) No, not really

a) Kind of, I think so

a) Yes, definitely

2. My workplace has processes that are relevant for employees with arthritis, joint pain, and back pain (e.g., accommodations, what to do with a health-related disclosure).

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

3. I can easily find information on workplace processes related to health and wellness.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

4. The processes in my workplace related to health and wellness are relevant and helpful.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

5. Learning more about health-related processes is a priority for me (Y/N)

Score

Workplace Accommodations

This section allows you to reflect on your knowledge of workplace accommodations, including what accommodations can help employees with arthritis, joint pain, and back pain, and the accommodation process.

1. I know what kinds of workplace accommodations can help employees with arthritis, joint pain, and back pain.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

2. I am aware of the employer's duty to accommodate.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

3. If I needed one, I know how to request a workplace accommodation.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

4. If I needed a workplace accommodation, I know what my role would be during the accommodation process (e.g., providing documentation, identifying accommodation options).

a) No, not really/I don't know.

a) Kind of, I think so

a) Yes, definitely

5. Learning more about workplace accommodations is a priority for me (Y/N)

Score

Communication

This section assesses your knowledge of communication in the workplace, particularly related to health and wellness. It also asks you to reflect on your workplace's existing communication around health and wellness.

1. I know why health-related communication is important for employees with health concerns (including those with arthritis, joint pain, and back pain).

a) No, not really

a) Kind of, I think so

a) Yes, definitely

2. I know about the legal considerations related to disclosures and privacy (e.g., that employees don't need to disclose their condition, just the symptoms that cause limitations or restrictions related to their work).

a) No, not really

a) Kind of, I think so

a) Yes, definitely

3. I know who to talk to if I need more information about workplace wellness or managing a health condition (e.g., disclosure, accommodations, benefits, etc.).

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

4. I find the communication around health and wellness in my workplace helpful.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

5. Learning more about health-related communication is a priority for me (Y/N)

Score

Building Workplace Wellness

This section prompts you to think about the existing culture in your workplace and if it supports or detracts from supporting wellness.

1. I understand how workplace culture can positively or negatively impact employees.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

2. My workplace has resources dedicated to supporting employee wellness (e.g., information, time dedicated to wellness initiatives, discounted gym memberships, etc.).

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

3. Leaders (i.e., managers, principals, directors) at my workplace support employee wellness (e.g., psychological health and safety, work/life balance, healthy lifestyle: walking, eating healthy, drinking water, etc.).

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

4. My co-workers buy into a culture that supports health and wellness.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

5. Learning more about how workplace culture supports wellness is a priority for me (Y/N)

Score

Your Workplace Self-Assessment Tool Score

	Score	Priority
Arthritis, Joint Pain, and Back Pain		
Workplace Processes		
Accommodations		
Communication		
Building Workplace Wellness		

Range of scores

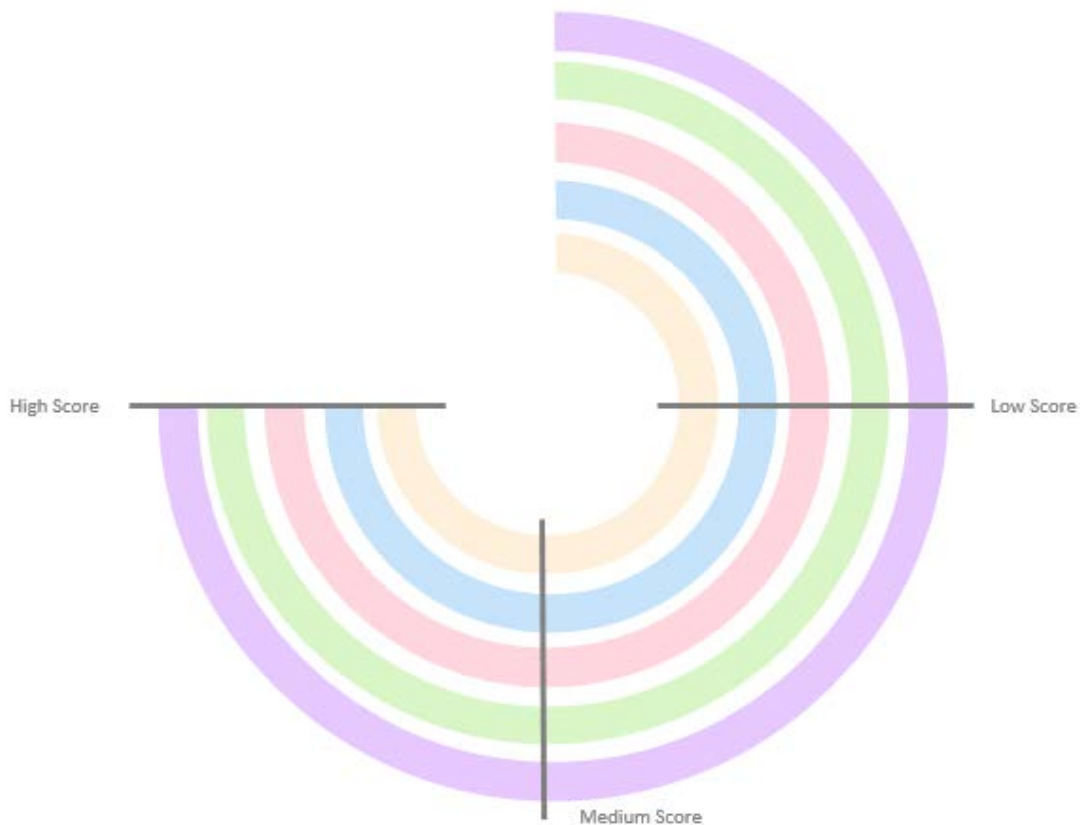
Regardless if your score is low, medium, or high, the main thing the Workplace Self-Assessment Tool is showing you is what areas are most relevant for you. **Take a look at your lowest scores. Those are the topics where you might want to start.**

Priority scores: You rated each topic as being a priority or not. Start with the topics that you selected “yes” for. If you selected “no”, we might be able to convince you that that topic is a priority in the “why is it important” sections.

The results are ranked as **Low (4-6)**, **Medium (7-9)**, or **High (10-12)**.

Colour in the graphic below to see how you did in each topic. This visualization tool allows you to compare how you are doing in the different topics and highlight your strengths and areas for improvement.

* Complete the workplace self-assessment online for topic specific recommendations and a prepopulated graphic: <https://makingitworkforemployers.ca/workplace-assessment-tool/>



What to do with your Workplace Self-Assessment Tool Scores?

The Making it Work for Employers website is geared towards helping employers help with employees with arthritis, joint pain, and back pain, but the information and resources can be helpful for employees too. The content may be of interest to you if you want to learn about how arthritis, joint pain, and back pain; processes; accommodations; communication, and wellness are relevant in your workplace. In addition, each topic has a small section about the employee's role and the tools and resources sections have employee specific resources. With that in mind, here is how the workplace self-assessment tool results can help you navigate the website.

What your scores mean?

Low: You don't know much about that topic or why it's important in your workplace – yet!

- Head to “The Basics” section to learn more.
- Check out the “Act Now” section for ideas of how this topic can be applied at your work.

Medium: You have a basic understanding of that topic and a general idea of how it's relevant in your workplace.

- Scan “The Basics” section to see if it has any new or relevant information.
- Check out the content pages to deepen your understanding.

High: You have a good understanding of that topic and know how it's relevant in your workplace.

- That topic is relevant to you or your workplace. Check out the “Tools and Resources” section for relevant resources.
- This is a relevant topic for you – but your employer or colleagues may have a different understanding of it and its impact in the workplace. This is a great opportunity to share the “Workplace Self-Assessment tool” with others in your organization to see if they get similar results and how they prioritize learning more.