Services Assessment: Part 1

Services and Roles Reality Check

- 1. Think back over your past year of work. In the first column below, list each major job, service or project you were involved with in a short sentence or phrase so that others in the department will understand what it is and write in the role(s) that you played.
- 2. For each "job" you performed, to what extent do you believe that it fit with
 - a. A key city-wide business objective?
 - b. A high priority concern of the Senior Leadership Team?
 - c. The HR department's mission and roles (see enclosed)
 - d. Your personal vision?

Type in your response (5-1) using the following scale:

Fits a Great Deal

Doesn't Fit At All

5 4 3 2 1

3. Which "Job(s)" would you prefer to do more of? Less of?

Job/Service/Project Your Role	Fit Key City Obj.				Fit Sr. Leader Priority			Fit HR Mission				Fit My Vision				Want to Do More? Just Right? Want to Do Less?	
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?
	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	ata	lot all 1	Great deal 5 4	3	2	Not at all 1	Great deal 5 4	3	2	Not at all 1	More? Just right? Less?

Services Assessment: Part 2

Contracting With Myself

1. How does the work I choose and the roles I take fit into and support my life purpose?

2. What is my personal vision for I what I want to accomplish for the department?

Any specific results I am looking for from my work?

3. How do I like to work with my "clients"? What sort of relationship? Work habits? How, when do you prefer to communicate? Decision making? What do I want from my clients in order to be successful?

4. Is there work I won't take on? When am I likely to say no (even indirectly by forgetting commitments, putting it off or placing it at the bottom of the pile)?

Target Services Data Summary

Labor Negotiations Layoffs/Placement Process Layoffs/Workforce Mgt Leadership Forum

Central Office Hiring Central Office Performance Quart. Review Performance Measures Performance Measures Project Reorganization Wellness Program

Employee Recognition Policy Development HR/Labor Relations Policy/Law Non-Career Service Monitoring Management And Supervision

Classification/Compensation Project HR Complaint Investigation Individual EE Critical Incident Merit Pay Exercise Internal Communications/Messaging Labor Issues

Intranet Coordination with State Lactation Room

Agency Complaints/Responses Contract Survey Services Hiring Freeze/Waivers & Vacancy Rept's Women And Trades Fair Event

*The closer to center = The closer fit with a key city business objective, with a high priority concern for the Senior Leadership Team, with the HR Department purpose and roles and with staff's personal vision.