

# **Baldrige Express**

## **Organizational Self-Assessment**

### **Business Sample**

~ Category 1 Only ~



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# Demographic Profile

Please circle one selection from EACH column below to indicate your position within the organization.

Position	Location	Function	Years of Service
Executive/ Senior Manager	East	Manufacturing	0 < 1
	West	R&D/ Knowledge Mgmt/ Info Tech	1 < 3
Individual Contributor	Headquarters		3 < 5
Supervisor		Sales/ Marketing/ Customer Support	5 < 10
		Support Services	10+

The Performance Improvement Assessment is a confidential assessment. Do not write your own name or other personally identifiable information on this survey. We will compile performance information feedback results. This assessment will be used to help evaluate the progress of your organization toward developing high performance systems.



**DO NOT PROCEED UNTIL YOU HAVE CIRCLED THE APPROPRIATE SELECTIONS ABOVE.**

## ***Baldrige Express Instructions***

This survey consists of **45** themes that relate to the 2008 Baldrige Performance Excellence Criteria. It is organized into seven “sections,” one for each of the seven Performance Excellence Criteria Categories.

- To the best of your knowledge, select the level of development in your organization.
- After all statements have been rated, circle two letters next to each statement that **you believe needs the most improvement** in your organization and **describe how the process is currently done and to what extent throughout the organization.** Also, please suggest steps that your organization or its leaders could take to improve the process. Please write legibly. Your thoughtful comments are as helpful as the rating itself.
- Continue in the same way to complete all seven categories.

SAMPLE

<b>Rating Level Key</b>	
<b>Not Evident</b>	Not done.
<b>Beginning</b>	Done by a <u>few</u> , but not well.
<b>Basically Effective</b>	<u>Occasionally</u> done well by <u>some</u> .
<b>Mature</b>	<u>Often</u> done well by <u>many</u> . <u>Effectiveness</u> is <u>sometimes</u> checked.
<b>Advanced</b>	<u>Usually</u> done well by <u>most</u> . <u>Effectiveness</u> is <u>often</u> checked and <u>improvements</u> are <u>sometimes</u> made.
<b>Role Model</b>	<u>Nearly always</u> done well. <u>Effectiveness</u> is <u>regularly</u> checked and <u>improvements</u> are <u>constant</u> .

<b>Category 1 – Leadership</b>		<b>Not Evident</b>	<b>Beginning</b>	<b>Basically Effective</b>	<b>Mature</b>	<b>Advanced</b>	<b>Role Model</b>
A	Senior leaders establish and communicate the vision and values throughout the organization.						
B	Senior leaders promote legal and ethical behavior.						
C	Senior leaders promote employee empowerment, innovation, learning, organizational agility, and develop future leaders to sustain organizational success.						
D	Senior leaders empower and motivate employees, encourage two-way communication, participate in reward and recognition to improve performance, and create value for customers.						
E	Our governance system ensures that management is accountable for the organization’s actions and that stakeholder interests are protected.						
F	We anticipate and reduce risks to the public that may come from products, services, and business operations.						
G	Leadership makes sure ethical practices are followed.						
H	Our organization, leaders, and employees support the communities in which we work.						

**Please complete the next page for Category 1.**

- Review the Leadership themes on the previous page.
- Identify the **two** themes you believe are the most important to improve now.
- Enter the letters in the boxes below.

← **1<sup>st</sup> Priority Improvement Selection Letter**

Describe how this is currently done and to what extent throughout the organization.

Suggest ways to improve this process.

SAMPLE

← **2<sup>nd</sup> Priority Improvement Selection Letter**

Describe how this is currently done and to what extent throughout the organization.

Suggest ways to improve this process.