**Staff Assessment – Tool # 8**

**E-mail message to staff**

Dear Staff Member,

The agency/board members are conducting an organizational assessment before starting the search for our next executive officer. We seek your help in deciding what skills we should look for in the next executive officer. Your responses to this survey will be used to:

* Assess the current organizational environment;
* Assist and determine whether changes may need to occur; and
* Obtain a better understanding of the existing skill sets within the organization.

To complete the survey, please go to: (link to web-based survey).

Thank you for your help!

 **Survey questions**

1. What do you perceive as three of our EO’s greatest achievements during his/her tenure?
	1.

* 1.

* 1.
1. What elements of his/her leadership style do you most appreciate and would like to see carried forward by their successor?

* 1.

* 1.

1. What three changes would help you to be more effective in your specific job? (Your responses are important to identifying BON/Agency improvements that would help us be more effective in serving our clients.)
	1.

* 1.

* 1.
1. What three changes would help the BON/Agency be more effective in pursuing its mission to protect the public?
	1.

* 1.

* 1.
1. What are the top three skills that the next EO will need to have in order to be successful?
	1.

* 1.

* 1.
1. Additional comments:

Thank you for your help!