



# Workplace Climate Checklist

*Adapted for Puerto Rico (public and private sector)*

## Instructions

Below you will find a series of statements related to your work experience. For each, please indicate your level of agreement and the importance it holds for you.

## Scales

### Level of Agreement:

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neutral
- 4 = Agree
- 5 = Strongly Agree

### Level of Importance:

- 1 = Not important at all
- 2 = Slightly important
- 3 = Moderately important
- 4 = Important
- 5 = Very important

## Sections

### A. Role Clarity and Responsibilities

1. I clearly understand my job functions and responsibilities.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

2. I know the criteria used to evaluate my performance.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

### B. Organizational Communication

3. I receive clear and timely information to perform my work.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

4. Communication between supervisors and employees is effective.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

### C. Leadership and Supervision

5. I trust the decisions made by my supervisor.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

6. My supervisor shows concern for employee well-being.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

### D. Interpersonal Relations and Respect

7. There is respectful treatment among coworkers.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

8. Collaboration and teamwork are promoted.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

## E. Recognition and Development

9. Effort and good performance are recognized.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

10. I have opportunities for professional development.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

## F. Well-Being and Work-Life Balance

11. I can adequately manage my workload.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

12. The organization promotes emotional health and well-being.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

## G. Organizational Commitment

13. I feel committed to the organization's goals.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

14. I am proud to belong to this organization.

**Agreement** 1 2 3 4 5

**Importance** 1 2 3 4 5

## Scoring Model + Interpretation

### A. Overall Workplace Climate Score (Agreement)

Items: 14

Minimum score: 14

Maximum score: 70 🖐️ Sum **only** the **AGREEMENT** responses for general climate classification.

### B. Workplace Climate Categories

- **Poor / Toxic Climate 14 – 38 points:** Indicates multiple critical areas affecting communication, leadership, well-being, and commitment. Intervention is a priority.
- **Average / Typical Climate 39 – 54 points:** Reflects a functional but inconsistent environment with strengths and clear areas for improvement.
- **Healthy / Excellent Climate 55 – 70 points:** Indicates a positive environment with perceptions of support, clarity, respect, and engagement.

### C. Strategic Gap Analysis (Importance – Agreement)

**Gap = Importance – Agreement**

**Gap ≥ 2** → intervention priority

**Gap 0–1** → stable area

**High Agreement + Low Importance** → potential redundant effort

## Workplace Climate Diagnostic

This diagnostic tool helps organizations understand how employees perceive their work environment and how these perceptions impact performance, communication, leadership, and well-being. Through a structured questionnaire and professional analysis, the tool identifies strengths, critical areas, and gaps between what employees consider important and what they experience. The diagnostic facilitates:

- Evidence-based decision making
- Prioritization of organizational interventions
- Effective action planning
- Strengthening of engagement and organizational culture.

This service is aimed at public and private sector organizations seeking to improve work environment, optimize employee performance, and promote a sustainable healthy climate.

🔴 The diagnostic is not a clinical or psychometric evaluation but a professional exploratory tool for strategic planning.

👉 Request an initial consultation to learn how this diagnostic can add value to your organization.