

## Structure Quick Assessment

### Introduction

**Operational Structure** – is the way the group is set up to get the work prioritized and completed. This area includes staffing, management, scheduling, and planning of the work and how work is accepted and assigned. The structure of an organization often starts well planned. It tends to devolve as new team members join, and positions are added. Challenges arise as the team's skills change, and you fit people in the best you can. Assigning responsibilities focusing on fully utilizing team members' skill sets and passion for specific expertise is an important factor in the operation's success.

### How to use assessment

This assessment will require you to know your team members very well. The first step is to assemble all the job descriptions as they currently exist for each position. Don't worry if they are not updated, but you will need to have something to get you started. The next step is to review each team member in the following categories:

Gifts – What are the things they can do well naturally?

Skills – What are the things they have learned to do and do well?

Passions – What motivates them the most? What demotivates them the most? Utilizing their passion will lead you to great things. The more you can tap into passion, the less of a job it is, and the more fun it becomes.

Questions to help define the above:

- What does the team member like to do?
- What are they good at?
- What gets them fired up?
- What do they not like to do?
- What are they poor at?
- What gets them down or demotivated?

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Once you create a list for each team member (include yourself!), you will compare it against the tasks and skills listed in the matching job description. Score each task as follows:

3 – **Excellent fit.** The person’s gifts, skills and passions fit the task of skill very well and lead to employees and team success.

2 – **Some fit.** Some challenges cause minor impacts for the employee, the leader, and the team, but overall, the employee has success. This is where the people in a position less than a year are likely to fall.

1 – **Limited fit.** The person’s gifts, skills, and passions do not fit the task or skill very well and inhibit employee and team success.

0 – **No Fit.** The person’s gifts, skills, and passions do not fit the task or skill at all and take away from the employee and team success.

## Scoring

For each employee, total up the overall score for each task then divided it by the number of skills and tasks. You will come up with a score between 0 and 3.

2.3 – 3	The employee matches the current position very well and is likely happy with their daily work.
1.5 – 2.29	The person has minor challenges and is overall happy.
.07 – 1.49	The employee is likely struggling to meet job expectations and has some success. Inconsistency in performance and attitude is likely present.
0 – .069	The employee is not likely happy or productive. Fear of losing their job is real for them, and they may be very guarded and resistant about conversations about the work.

## What do with the results

The scores you now have for each team member tell you where each team member’s gifts, skills, and passions fit in the current structure. It also indicates where your structure is possibly breaking down and not serving the individual, the team, or the organization’s mission.

You can now have conversations with your team about how they fit into the current structure, where they struggle, and why. You can now begin to create a plan on how a new updated structure may serve the team and organization better. This will also tell you what skills are missing or at a low level within your team. This can be addressed in many ways, including group and individual training, process evaluation and documentation, minor or significant restructuring, or reassignment.

*You never change, you forever become!*  
– **George Prime**

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