



Your next step: Assess your organization's culture

Collaborating to accelerate social impact

Assess your organization's culture

- This template accompanies the article [Making the Right Hire: Assessing a Candidate's Fit with Your Organization](#)
- When identifying the right candidates for an external hire, don't underestimate the importance of a good cultural fit
- Step One:
 - Think through what your organization's culture is by answering the questions in this template
- Step Two:
 - When conducting your interview, probe the candidate on cultural areas you feel are especially important for your organization

For more resources, examples, and information visit:
www.bridgespan.org/leadershiptoolkit

Investigate your organization's culture, so you can communicate it openly in interviews (1 of 2)

| Work style | Professional opportunities and advancement |
|---|--|
| How do we get our work done? <i>Collaboratively? Independently? A combination?</i> | What types of people tend to do well here? Individual contributors? Team players? People who are proactive or more responsive? |
| How do we make decisions? <i>Consensus-driven? Authoritatively?</i> | How are we structured? Hierarchical or flat? Centralized or decentralized authority? Clear reporting structures or matrix? |
| How do we communicate? <i>Verbally or in written form? Directly or indirectly?</i> | How do we reward people who do well? |
| What are our meetings like? <i>Serious? Lighthearted? Tightly or loosely structured?</i> | What happens when people don't perform well? |

Investigate your organization's culture, so you can communicate it openly in interviews (2of 2)

Work hours and commitment to work

How many hours a week do we expect senior management to work on average?

Does this match up with the hours managers work in reality?

Architecture, aesthetics, and atmosphere

How are our offices set up?

Open environment? Closed-door offices?

Do we provide flexible work schedules or allow for telecommuting, or do we prefer people to work set hours?

How do we dress?

More formally? Less formally?

Do we expect senior management to be available and accessible after work hours?

How do we have fun?

Are we looking for someone who will be here for a certain number of years or as part of a succession plan for senior management?