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
### Work style

- **How do we get our work done?**
  - Collaboratively? Independently? A combination?

- **How do we make decisions?**
  - Consensus-driven? Authoritatively?

- **How do we communicate?**
  - Verbally or in written form? Directly or indirectly?

- **What are our meetings like?**
  - Serious? Lighthearted? Tightly or loosely structured?

### Professional opportunities and advancement

- **What types of people tend to do well here?**
  - Individual contributors? Team players? People who are proactive or more responsive?

- **How are we structured?**
  - Hierarchical or flat? Centralized or decentralized authority? Clear reporting structures or matrix?

- **How do we reward people who do well?**

- **What happens when people don’t perform well?**

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

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<thead>
<tr>
<th>Work hours and commitment to work</th>
<th>Architecture, aesthetics, and atmosphere</th>
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| 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?* | 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? |  |