CHANGE READINESS SURVEY

The following questions are key questions that can be used to create a change readiness survey. The key questions are listed at the top of each table with other suggested questions beneath. Each survey would need to be tailored for its particular audience and situation.

When tailoring the survey, the following questions should be applied:

1. *clarity – are the instructions and questions easy to read and understand?*

2. *relevance – are the items meaningful to the participant?*

3. *specificity – are the items sufficiently details, or are they too general in nature?*

You might also wish to include some demographic questions, e.g. length of service, part of the organization, which will help you to better assess the survey results.

The Need for Change

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
This organization needs to change					
I know what the vision for the change looks like					
I am aware of the reasons why change is needed					
There are a number of good, rational reasons for this change to be made					
The scope of the proposed change is appropriate and achievable					

Leadership and Management

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The senior managers are committed to the change					
There is visible leadership of the change by the managers					
The managers will support the staff during the change					

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I have the opportunity to discuss the change with my line manager					

Attitude to Change

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I think that the change will be beneficial for me					
I believe that the change will benefit the organisation					

Communications

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The communications I have received so far about the change have been useful					
The communications I have received so far about the change have been well-timed					
I understand how I can provide feedback on the change					
I think there is enough consultation with staff on the changes					

Preparation for Change

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
I feel that I have the necessary skills and knowledge to make this change work					
I think that change is usually well-planned in the organisation					

The organisation usually provides appropriate training for those who need it					
The staff at the organization generally have the skills required for this change and will be able to build on these					