

Organizational Change Readiness Assessment Form

General Information

Organization Name

Department / Team

Contact Person

Assessment Date

Assessment Questions

1. Leadership Commitment

To what extent do leaders actively support the change?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments (optional)

2. Communication & Understanding

How well is the purpose and process of change communicated?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments (optional)

3. Resource Availability

Are sufficient resources (people, technology, budget) available for the change?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments (optional)

4. Staff Engagement

How engaged and involved are employees in the change process?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments (optional)

5. Change History

Has the organization successfully managed change in the past?

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments (optional)

Additional Comments

Please add any further observations or considerations here

Assessor's Name & Signature

Name

Signature