

**Organizational Capacity Assessment (OCA)**  
**Anonymous Staff Questionnaire**

1. Are you aware that your organization has a vision (future aspiration) and/or mission statement (purpose)	<b>Yes</b>	<b>No</b>	
2. What is the key message of the statement(s)?			
On a scale of 1 (strongly disagree) to 5 (strongly agree), rate the following statements by circling the number that best represents your response.			
3. My organization...	<b>Strongly disagree</b>	<b>Strongly agree</b>	
A. Has staff meetings, which I find satisfactory	1	2	3
B. Does a good job of informing me about decisions	1	2	3
C. Routinely seeks and listens to my ideas	1	2	3
4. My organization <u>routinely</u> involves me in...	<b>Strongly disagree</b>	<b>Strongly agree</b>	
A. Workplanning	1	2	3
B. Strategic planning	1	2	3
C. Policy development or review	1	2	3
D. Best practices sharing	1	2	3
5. I feel comfortable raising issues about the organization or its programs with my supervisors?	1	2	3
6. Does your organization have travel policies?	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
7. Do you know how to access the policy if needed	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
8. Do you fill out time sheets with daily hours of work	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
9. Do you fill out forms to claim reimbursement for work expenses	<b>Yes</b>	<b>NA</b>	<b>Not sure</b>
10. Do you have a copy of your current job description	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
11. Do you have a copy or know where to access a copy of your organization's personnel manual	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
12. Did you provide a signature to indicate you received and read the personnel manual	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
13. In the last 12 months, have you received feedback from your supervisor on your performance?	<b>Yes</b>	<b>No</b>	<b>Not sure</b>