Instructions for Organizational Assessment Project
(Project #1)

1. Divide yourselves into groups of approximately 5 to 6 persons. If you can not find or create a group, your instructor will assign you to one.

2. The group assignment is to develop an organizational assessment/survey instrument. Pursuant to this assignment, your group should create or perform the following items with respect to developing the survey instrument:

(a) Develop or create survey questions which assess respondent demographic characteristics (e.g.: Job Title; Years of Service in current Job; Type of Company/Industry in which the Person is Employed; Salary Level).

(b) Create 2 complete assessment scales from the following list of Attitudinal or Perceptual States. Each scale should consist of 5 to 6 items.

Intrinsic Interest in a Task
Task Variety
Opportunity for Learning New Skills in a Job
Task Difficulty
Worker Control over Work Pace or Methods
Internal Equity of Compensation
External Equity of Compensation
Opportunities for Promotion/Advancement
Recognition for Work Related Accomplishments
Quality/Adequacy of Working Conditions
Supervisory Style
Coworker Relations
Employee Intention to Turnover/Quit Job
Employee Proclivity or Tendency for Absenteeism
Job Induced Psychological Stress
Boredom/Monotony
Overall Job Satisfaction
Overt Hostility toward Coworkers/Supervisor

Note: In constructing these attitudinal/perceptual measures, you may not duplicate questionnaire items found on the survey instrument located in the file JOBSATQUEST.doc
(c) All perceptual/attitudinal scales should be developed using a *Likert-Type* response format.

3.
(a) Questionnaires should be administered to 20 individuals who are either employed or have been employed recently (i.e.: within the last 3-4 months). Data obtained from these respondents should be encoded for analysis using the SPSS program.

(b) Using SPSS, perform a Reliability Analysis by computing a Chronbach Alpha coefficient for both of your attitudinal/perceptual scales. Based upon this analysis, determine the degree to which your proposed scales exhibit internal consistency. Should your proposed scales not meet minimum requirements on the reliability coefficient, discuss what factors in either the structure of your questions or the instrument’s administration that may have contributed to the low reliability of the scale/instrument.

(c) Attempt to use either Face or Content Validation methodologies in order to establish validity for your proposed attitudinal/perceptual scales.

4. Using the Crosstabs procedure, run a crosstabulation to determine how individual scores on each of your attitudinal/perceptual scales vary in relation to Job Title, Years of Service and type of Company/Industry. Summarize and comment on trends which have emerged from your data analysis.

5. In submitting your project make sure to include:

(a) a written narrative discussing the results of the reliability and validity analysis performed on your proposed scales/measures

(b) a copy of your original questionnaire

(c) copies of all individual survey responses to your questionnaire

(d) copies of all computer generated analysis
Organizational Assessment Methodologies

Part 2

Linking Theoretical Definitions to Questionnaire Items

- Obtain and Examine theoretical or applied definitions of the construct to be measured.

- List all appropriate behaviors or attitudes which logically derive from or represent the construct.

- Develop multiple questionnaire items that assess respondent orientations on each of the attitudes/behaviors previously identified.

- Questionnaire items eliciting attitudes, opinions or perceptions should be constructed for use with a Likert-type response format.

Likert-Type Scales

- Likert-type scaling requires that questionnaire items be stated in a manner that requires the respondent to express their level of agreement with an item.

- Respondents read the questionnaire item and circle that response that best conveys their reaction to the item.

- Response keys generally contain 5 degrees of reaction: Strongly Agree (5); Agree (4); Uncertain/Neutral (3); Disagree (2); Strongly Disagree (1).
Affective Orientation of Questionnaire Items

- Scale or construct items should be worded such that several items reflect a positive orientation toward a behavior/attitude being assessed and several items should reflect a negative orientation toward the behavior/attitude.

- This serves to avoid Response Set Bias and provides another Reliability (internal consistency) check on the scale.

Response Set Bias

Refers to phenomenon whereby the manner in which questionnaire items are worded or arranged on a survey instrument serves to artificially influence the pattern of responses obtained from persons completing the questionnaire.

From Construct to Questionnaire Item

Behaviors/Traits of Considerate/Participative Supervisors

- Is supportive of subordinates and considerate of their needs.

- Makes each worker feel useful and important.

- Encourages subordinates to participate fully in decisions effecting their job/organization.

- Keeps subordinates informed and listens to their suggestions/objections.

Questionnaire Items (ITEM#; Affective Orientation)

My boss is always willing to listen work related suggestions. (#7; +)

My boss is too interested in his/her own success to care about the needs of his/her employees. (#14; -)

My boss backs me up on my work related decisions. (#21; +)

My boss often makes changes in work related assignments with little regard to the welfare of employees. (28; -)

My boss is quick to accept good ideas suggested by his/her subordinates. (#35; +)

My boss is rarely willing to listen to my work related suggestions. (#42; -)