

# Employers:

## Tips on Defining Your Company Culture (part 1)

Share these with high quality employees of all levels, not only management, to generate a clear and accurate synopsis.

- List 5 words you would use to describe the organization.
- What are the values of this organization and do you feel they are maintained on a daily basis?
- Describe the overall personality of the company (its character, “feel”).
- What one thing remains central to the organization that should never change?
- What is the management structure like?
- How is conflict handled?



# Employers:

## Tips on Defining Your Company Culture (part 2)

Share these with high quality employees of all levels, not only management, to generate a clear and accurate synopsis.

- What is the communication level within the organization? And how does it flow?
- How are employees motivated and rewarded?
- What is the single best and worst aspect of working for this organization?
- Attire: corporate (business) or business casual or casual (jeans or shorts)
- Work space: cubicles or offices or open-floor plan
- Schedule: traditional office hours (8-5 Monday – Friday) or flex-time or remote access
- Team-like environment or defined departments



# Employers: Tips to Creating an Ethical Business Culture...

Defined as “an environment where doing the right thing is easy and doing the wrong thing will get you disciplined or fired. It also means involving employees in regular discussions about workplace ethics and the procedures that are designed to uphold ethical practices.”

- Build ethics into your recruiting procedures
- Eliminate double standards
- Demonstrate standards
- Foster a respectful environment
- Encourage workers to report illegal or unethical conduct/ welcome concerns
- Create a clear path to reward and recognition



# Employers: Signs Your Company Has a Culture Problem

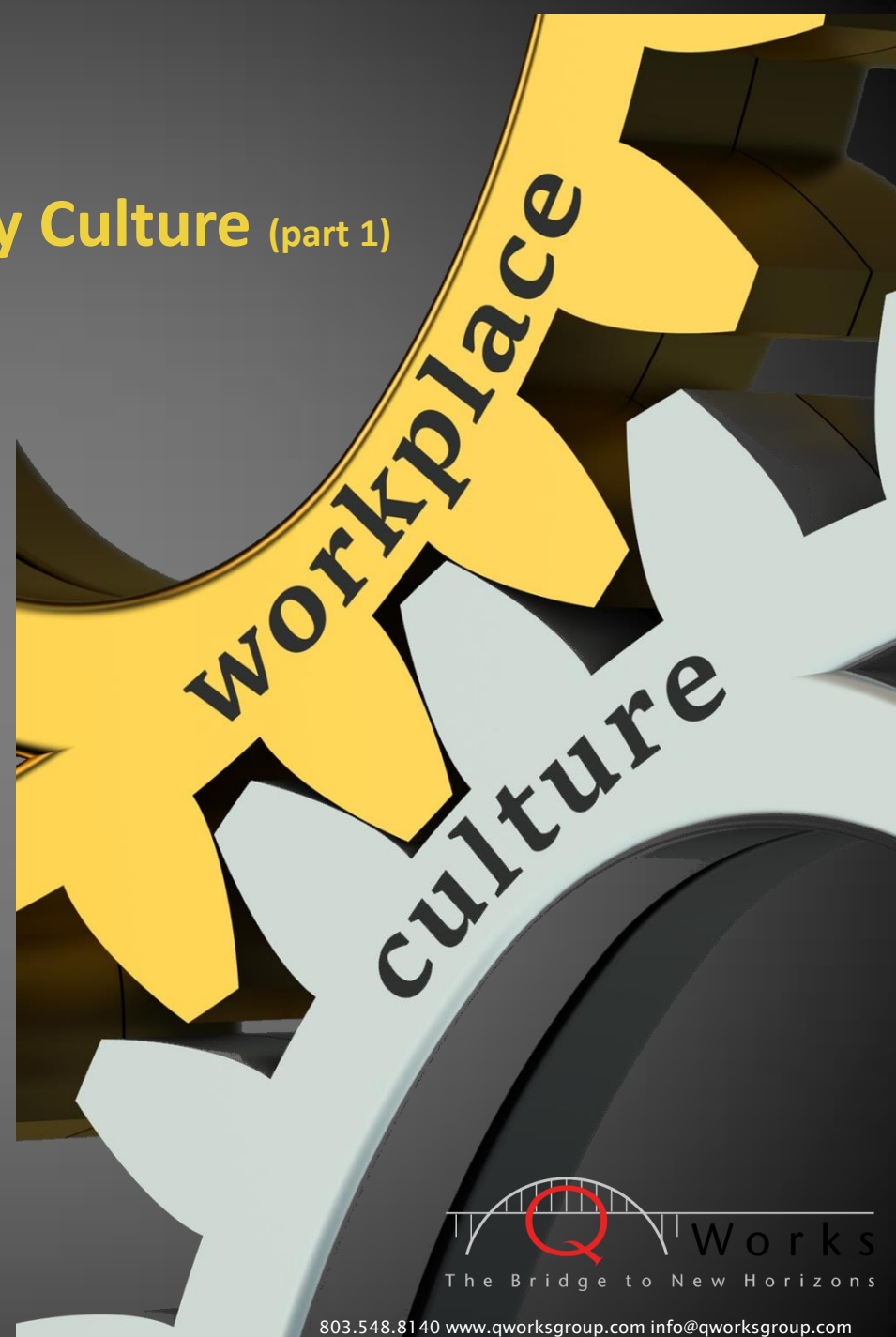
- You have a policy/ procedure fore *everything*
- Success is defined by management alone
- Employees do not get to set their own goals or decide how best to do their jobs
- When people quit, there is little to no discussion about it
- Managers spend their time supervising rather than coaching and inspiring their teammates
- Small things get *too much* attention i.e. dress code infractions or arrival times
- There are plans for everything in your company, but no prevailing mission that people can grab hold of and care about



# Employers:

## Tips to Improve Your Company Culture (part 1)

- Embrace transparency
- Implement better, more effective communication and collaboration tools
- Recognize and reward valuable contributions
- Promote strong coworker relationships
- Embrace and inspire employee autonomy
- Practice flexibility



# Employers:

## Tips to Improve Your Company Culture (part 2)

- Communicate purpose and passion
- Find ways to engage employees
- Encourage a team atmosphere
- Give and ask for regular feedback
- Stay true to your core values
- Give culture building the attention it deserves
- Don't be passive about the culture you create



# Job Seekers:

## Determining Company Culture (part 1)

From benefits and perks to the way employees act and interact, not fitting in with a company's culture can sabotage your career success.

Questions to ask:

- What is your work culture like?
- How would you describe the work environment here?
- What benefits are focused on work-life balance?
- What benefits and perks does the company offer?
- What is the outline of your telecommuting policy?
- How frequently do employees make themselves available outside of normal working hours?



# Job Seekers:

## Determining Company Culture (part 2)

From benefits and perks to the way employees act and interact, not fitting in with a company's culture can sabotage your career success.

Questions to ask:

- How are decisions made?
- What is the communication level within the organization? And how does it flow?
- Is there a strong team-like environment or defined departments
- How often does the staff meet?
- What are the core values of the organization?

