Name of Organization:

The Organizational Profile is the most appropriate starting point for self-assessment and for writing an application. It is critically important for the following reasons:

* It helps you identify gaps in key information and focus on key performance requirements and results;
* You can use it as an initial self-assessment. If you identify topics for which conflicting, little , or no information is available, use these topics for action planning;
* It sets the context for and allows you to address unique aspects of your organization in your responses to the Criteria requirements in categories 1-7.

The Organizational Profile is a snapshot of your organization, the key influences on how it operates, and your competitive environment.

**Instructions:**

* You may answer all questions in bulleted responses.
* **Use a hard return for the next bullet.**
* If you have a chart or matrix that already shows the information, insert it.

P.1 Organizational Description

**Organizational Environment (P.1a)**

1. What are your main products and/or services and how do you deliver them?
2. What are your stated mission vision, values and core competencies?
3. What is your workforce profile?

What are your workforce groups and segments?

What are the educational requirements for these different employee groups and segments?

What are the key drivers that engage them in achieving your mission and vision?

What are your organized bargaining units?

What are your organization’s special health and safety requirements?

1. What are your major facilities, technologies, and equipment?
2. What is the regulatory environment under which you operate? What are the most important regulations?

**Organizational Relationships (P.1b)**

* What are your organizational structure and governance system and the reporting relationships among board, senior leaders, and your parent organization?
* What are your key market segments, customer groups, and stakeholder groups?

What are their key requirements and expectations for your products/services, customer support, and operations? Note if any are different for the different groups.

* What are your key types of suppliers, partners, and collaborators?

What part do they play in your work systems, especially in producing or delivering your key products or services or customer support services?

What are you key methods for two way communication with them?

What role do they play in contributing and implementing innovations in your organization?

What are your key supply-chain requirements?

P.2 Organizational Situation

**Competitive Environment (P.2a)**

1. What is your competitive position? What is your relative size and growth in your industry or the markets you serve?
2. What key changes are affecting your competitive situation, including changes that create opportunities for innovation and collaboration?
3. What key sources of comparative and competitive data are available from within your industry?

What key sources of comparative data are available from outside your industry?

What limitations, if any, affect your ability to obtain or use these data?

**Strategic Context (P.2b)**

1. What are your key strategic challenges and advantages in the areas of business, operations, societal responsibilities, and workforce?

**Performance Improvement System (P.2c)**

1. What are the key elements of your performance improvement system, including your processes for evaluation and improvement of key organizational projects and processes?