# Internal Communication Checklist

*🖉 Rate the following statements from 1 (not agree at all) to 5 (completely agree)*

**Organizational climate and culture**

All staff members practice what they preach

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Staff members trust everyone similarly

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Staff members make sure information flows in all directions

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

**Clear definitions of what needs to be communicated and by whom**

Issues that do not affect everyone’s work conditions are communicated directly to the individual or individuals concerned

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Problems between staff members are addressed immediately

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Pertinent and important information is communicated to everyone

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

**Systems to promote internal communication**

🖉 How would you rate the following systems or prectices if they are in place?

Regular Staff Meetings

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5 🞎 not in place

Meetings with your Supervisor

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5 🞎 not in place

Internal Mailing List

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5 🞎 not in place

Notice Board

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5 🞎 not in place

Procedures for dealing with out-of-the-ordinary situations

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5 🞎 not in place

Accessibility of everyone in the organization

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Open feedback

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Opportunities to socialize, either at work or elsewhere

## 🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

**Monitoring and improving internal communication**

Regular feedback is collected on staff satisfaction with the information they receive

🞎 1 🞎 2 🞎 3 🞎 4 🞎 5

Information flow through the organization is regularly tested

🞎 1 🞎 2 🞎 3 🞎 4 🞎 5