

**USE THIS CHECKLIST TO SEE IF YOUR ORGANIZATION MAY BENEFIT FROM  
ADOPTING THE BELBIN WORK ROLE MODEL AND THE WORKSET SYSTEM**

This simple checklist has been devised to enable you to undertake a healthcheck of your existing practices for defining, communicating and updating what is expected of people. It is not intended to be a substitute for a formal and methodic review of existing practices, but it may serve to identify where you have weaknesses against best practices. You can use it as a personal assessment or get a few colleagues to complete it to provide a more representative view.

**Instructions**

Read the statements below and give a rating between 1 and 10 to indicate the relative truth of each statement using the scale:

1= Very untrue - this is not something we do very much at all  
10 = Very true - this is widely applied throughout the organisation

| When defining and reviewing jobs.....   | Rating |
|---|--------|
| 1) Our job descriptions (or other system used to communicate the job) provide jobholders with a clear and up to date understanding of what is expected of them.   |        |
| 2) We prepare specific and personal briefings for each jobholder and avoid "off the shelf" documentation.   |        |
| 3) Our procedure for communicating the job clearly differentiates between tasks (things that have to be done in a pre-defined way) and responsibilities (where total discretion and responsibility is given for achieving an objective) |        |
| 4) Jobholders receive a clear explanation of where they have individual or shared (team) responsibility for decision making.  |        |
| 5) Each manager and jobholder jointly review, re-define and produce new documentation to describe the job at least once a year.   |        |
| 6) The natural strengths and aptitudes of jobholders are taken into consideration when defining and re-defining the job.  |        |
| 7) Our procedures encourage jobholders to use their initiative to re-shape and add value to their job.  |        |
| 8) There is a systematic process for jobholders to feedback to managers differences between the notional and actual job.  |        |
| 9) Managers receive feedback from jobholders on work they consider to be non-productive or a waste of their time.   |        |
| 10) Our procedures provide constantly updated information on all jobs, training and development needs and the work culture of our organisation.   |        |
| <b>TOTAL SCORE</b>  |        |

**Interpretation**

**Total score is more than 85.** Your processes are relatively sound, providing your perceptions are correct.

**Total score between 50 and 85.** The performance of your organisation can be improved if you take action to improve your existing practices. Pay particular attention where the rating is 7 or less.

**Total score of less than 50.** You need to take urgent action as the shortcomings you have identified will have a very adverse impact on the performance of your organisation.