**(Org Name)**

OLA Assessment

Dear (AppropriateTitle for Managers/Supervisors),

We desire to know what you think about our organization and leadership. To get your honest and candid feedback, we need you to complete the Organizational Leadership Assessment (OLA) on-line. It will **only take 15 minutes of your time** but will provide us all with valuable insights that will help us to improve how we work together. Please know that the answers you provide are **completely confidential and anonymous.** We will only be receiving back the averaged responses of the total group taking the assessment. Thank you for completing this as quickly and thoroughly as possible.

## TO TAKE THE ASSESSMENT

|  |  |
| --- | --- |
| 1 | Go to: <http://www.olagroup.com> and click "Take the OLA" on the upper right of the screen |
| 2 | Type in **\_\_\_\_\_** as the organizational code |
| 3 | Type in \_\_\_\_\_ as the pin |
| 4 | Choose the Standard version of the OLA |
| 5 | Choose the language option you are most comfortable with |
| 6 | Click "Start" |
| 7 | Read the brief General Introductions |
| 8 | Select the Sub-group that you represent (select one)* Health Services
* Dining Services
* Resident Services
* Environmental Services
* Administration
 |
| 9 | Select Management as your Role/Position in the organization |
| 10 | Click "Take the OLA" (complete all 66 items of the OLA) |
| 11 | Click “Finished” to submit your completed OLA |

Thank you again for taking time out of your busy work day to respond. I believe that the feedback from this assessment will help our organization improve for the benefit of us all.