



OD – EX Workforce Resource Analysis NIMH Discussion Guide Individual Interviews

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Introduction: This is a high level assessment intended to gather descriptive feedback and input from NIMH leadership and staff. The assessment is aimed at ensuring alignment with the strategic direction of the Institute, informing leadership of your resource needs, utilization, communication and processes. This assessment is not a workload analysis or assessment, but a review of functions and resources.

Discussion

1. Priorities

- a. Describe how your Office/Program priorities align with NIMH's strategic research priorities and objectives.
- b. Do you think the priorities and objectives have been communicated clearly enough within your organizational unit so that staff understand where you are going, why, and how you will get there?
- c. Are you clear as to how your scientific priorities align with the Institute's?

2. Function and Accomplishments

- a. Describe your Office/Program's functional responsibilities.
- b. How do the functional responsibilities support NIMH priorities and primary activities?
- c. Discuss three major achievements in the past year that supported NIMH's mission.

3. Functional Interface and Structure

- a. With whom in the Institute must you interface to achieve the NIMH priorities and your Division or Office primary functions?
- b. How does the organization structure enable this process?

4. People and Measures

- a. Does the Institute have the capabilities (i.e. competencies, abilities) in place to achieve the NIMH mission?
- b. Do you and your staff feel that your goals and performance measures align with the NIMH mission?

5. **Process Efficiency**

- a. How do work processes and tools utilized within the Institute enable your staff to be effective in support of the NIMH mission?

Closing: What would you like to see from this assessment? In the second phase of this project we will be meeting with your staff in focus groups. In that regard, do you have any other questions you would like us to ask them in relation to the alignment of workforce needs, utilization, communication, and processes.