

Leadership for Inclusion Survey (L4I)

[Custom welcome letter]

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement informs you of why OPM is requesting the information from you.

Authority: OPM is authorized to collect the information requested pursuant to 5 U.S.C. § 4702 – Research Programs.

Purpose: OPM is requesting this information to gather input about leadership competencies. OPM will use this information to identify leadership strengths and challenges and to identify strategies that will help improve leadership behaviors.

Routine Uses: In any public release of survey results, no data will be disclosed that could be used to match your responses with your identity. The information requested may be shared externally as a “routine use” as specified in the system of records notice associated with this collection of information, OPM GOVT-6, Personnel Research and Test Validation Records, [OPM GOVT-6](#).

Consequences of Failure to Provide Information: Providing this information is completely voluntary and there is no penalty if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative.

Public Burden Statement

The public reporting burden to complete this information collection is estimated at 20 minutes per response, including time for reviewing instructions, searching data sources, gathering, and maintaining the data needed, and the completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to the Office of Personnel Management, Assessment & Evaluation at Organizational_Assessment@opm.gov. Current information regarding this collection of information – including all background materials -- can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either the title of the collection (Leadership Assessment Surveys), or the **OMB Control Number (3206-0253)**.

Continue to the next page to begin the survey.

On the last page of the survey, click the Submit Responses button to submit your responses. Once you submit your responses, you will not be able to access your survey again for any reason.

Part 1: Leadership Behaviors

How much improvement does this leader need in...

1=Extensive, 2=Considerable, 3=Some, 4=Slight, 5=None, 6 = No Basis to Judge/Not Applicable

Openness

1. Being open to new ideas and opinions.
2. Valuing multiple perspectives.
3. Encouraging employees to provide feedback.
4. Admitting when they're wrong or don't know all the answers.
5. Recognizing how their own words and actions may impact others.

Team Stewardship

6. Building a shared vision of the team's future.
7. Treating all employees as valuable members of the team.
8. Emphasizing the common interests and values that unite the team.
9. Encouraging collaboration among team members.
10. Demonstrating enthusiasm for what the team can accomplish together.

Individual Support

11. Showing concern for employees' well-being.
12. Viewing an employee's request for advice or assistance as a strength.
13. Creating an environment where honest mistakes are treated as learning opportunities.
14. Understanding what individual employees need to be successful at work.
15. Removing barriers to employee's success and growth at work.
16. Advocating for employees' needs.
17. Making the most of each employee's talents to meet organizational goals.

Consistency

18. Treating employees fairly (for example, not playing favorites).
19. Evaluating employee performance fairly and objectively.
20. Rewarding good performance without bias or favoritism.
21. Ensuring all employees have the chance to work on important projects, when appropriate.
22. Ensuring all employees have equitable access to training and development opportunities.
23. Ensuring all employees receive the same work-related information.

Advocacy

24. Building teams with diverse skills and perspectives.
25. Holding employees accountable for treating one another with respect.
26. Being open to discussions about diversity, equity, inclusion, and accessibility.
27. Respecting employees' cultural practices.
28. Communicating a vision of a fair and equitable workplace.
29. Addressing issues of fairness and equity.
30. Demonstrating a commitment to building a welcoming and inclusive workplace.

Comments

- 31. What does this leader do well in creating a fair and inclusive workplace?
- 32. How can this leader better promote a fair and inclusive workplace?

Part 2: Climate

Rate the following items with respect to your current work unit/team...

1 = Strongly Disagree, 2 = Disagree, 3 = Neither, 4 = Agree, 5 = Strongly Agree, 6 = No basis to judge/Not applicable

Diversity

- 33. Diversity is treated as a strength.
- 34. Employees are encouraged to share suggestions that are different from others'.
- 35. Diversity is actively sought in all we do.
- 36. My work unit/team is flexible and open to change.

Equity

- 37. There is open communication among employees in my work unit/team.
- 38. Employees are treated fairly in my work unit/team.
- 39. Opportunities in my work unit/team are equally available to all employees.

Inclusion: Belongingness

- 40. The people in my work unit/team treat each other with courtesy and respect.
- 41. My work unit/team is a welcoming and inclusive place to work for all employees.
- 42. The people in my work unit/team cooperate to get the job done.

Inclusion: Individual Consideration

- 43. My talents are used well in my work unit/team.
- 44. I am satisfied with my involvement in decisions that affect my work.
- 45. I feel valued as an employee of my work unit/team.

Accessibility

- 46. My personal needs and preferences are respected.
- 47. I have the tools, technologies, and other resources I need to be successful at work.
- 48. I feel empowered to do my job well.

Outcomes

- 49. I am proud to be part of my work unit/team.
- 50. I feel like an integral part of my work unit/team.
- 51. Considering everything, how satisfied are you with your work unit/team?
- 52. I believe my leaders care about the results of this survey.

Comments

- 53. Please use the following space to describe what your work unit/team is doing well in creating a fair and inclusive workplace.
- 54. Please use the following space to describe what your work unit/team should change to create a more fair and inclusive workplace.