

5. Evaluate each Purpose statement option. For each one, decide if it meets the five criteria: making a contribution to society, indicating why the work is important, inspiring and motivating, and being short in length and broad in scope. Transfer each Purpose statement option to the left column, and circle YES or NO to indicate if it meets the criteria.

Purpose Statement Options	Is it a contribution to society — not a product or service	Does it answer the question: Why is the work they do important?	Does it inspire and motivate?	Is the statement brief in length?	Is the statement broad in scope?
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No

6. The Purpose statement for this organization that meets all criteria is:

Worksheet

Discover the Organization's Philosophy

Potential Workplace: _____

1. Based on your research, compile the answers to the following questions:

A. Describe the organization's founder. What special attributes does/did the founder possess that influenced the character of the organization?

B. What value or set of principles or values have been fundamental to the organization since its founding and continue to be a source of its distinction?

C. What makes this organization feel different from other companies in the same business?

D. What prime value, if changed, would alter the character of the organization?

2. List the possible Philosophy options for this organization.

3. Evaluate if each Philosophy option meets the five criteria. Transfer each Philosophy option to the left column, and circle **YES** or **NO** to indicate if it meets the criteria.

Philosophy Options	Is it a prime principle or value?	Does it guide how employees work?	Do employees consider it a source of the organization's distinctiveness?	Does this principle or value describe the company's personality or character?	Has this principle or value endured over time?
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No

4. The Philosophy of this organization—one value or a set of principles or values—that meets all criteria is:

5. For each of the values or principles of the Philosophy, give examples of employee practices that reflect those values or principles.

Worksheet

Discover the Organization-wide Priorities

Potential Workplace: _____

1. Based on your research, compile the answers to the following questions:

A. What are the strategy and goals of this organization?

B. What actions are helping the organization compete and thrive?

C. What are top leaders focusing on and paying attention to?

D. What values are helping the organization be competitive?

E. What organization-wide performance is rewarded and valued?

2. List potential organization-wide Priorities.

3. Transfer each organization-wide Priority option to the left column. Circle **YES** or **NO** to indicate whether each Priority option meets the criteria.

Organization-wide Priorities Options	Is it a key value and an important standard to guide behavior throughout the organization?	Do top leaders believe it will enhance their ability to compete and thrive?	Does the value support the organization's strategy or goals?
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

Worksheet

Discover the Area Priorities

Potential Workplace and Area: _____

1. Based on your research, compile the answers to the following questions:

A. What is important in this area?

B. What are the key values that guide how people work in this area?

C. What standards will you be expected to follow in this area?

D. What is most important to the leader of this area?

E. What are the leaders of the area focusing on and paying attention to?

F. What is the person who would be my supervisor focusing on and paying attention to?

G. What is this group's strategy and goals?

H. What performance does this area reward and value?

2. List the Priorities options for this area.

3. Transfer each area Priority option to the left column. Evaluate if each Priority meets the criteria. Circle **YES** or **NO** to indicate whether it meets the criteria. Area Priorities may not be aligned with organization-wide Priorities, particularly in dysfunctional organizations.

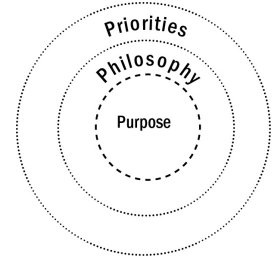
Area Priorities Options	Is it a key value and an important standard to guide behavior in this area?	Do area leaders believe it will enhance their unit and its ability to thrive?	Does the value support the area's strategy or goals?
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

4. The area Priorities for this organization are:

5. Define each area Priority, and provide examples. Indicate if it is a strategic or universal Priority.

Worksheet

Core Culture Map



Potential Workplace: _____

Purpose: _____

Philosophy: _____

Strategic & Universal Priorities, Organization-wide: _____

Strategic & Universal Priorities, Area: _____

Definitions and Examples

Purpose

Philosophy

**Organization-wide
Priorities:
Strategic &
Universal**

**Area Priorities:
Strategic
& Universal**

Worksheet

Audit for Fit With Your Principles

Potential Workplace: _____

My Principles	Organization Philosophy	Organization-wide Priorities	Area Priorities	Overall Assessment
	How well is this aspect aligned?	How well is this aspect aligned?	How well is this aspect aligned?	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	
	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	1 2 3 Not Somewhat Very	

Worksheets are taken from the book *Job Seeker Manual: A Step-by-Step Guide for Using Culture Fit to Find the Right Workplace for You* by Sheila L. Margolis.