# Company Culture Worksheet

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Vision*** A clear statement of the company you are creating
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| **Values*** The principles of thought and action by which you do everything
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| **Beliefs*** Your foundational personal and spiritual truths
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| **Work Schedule*** Rigid or Flexible
* Weekends
* Overtime
* Holidays and Vacations
* On call
 |  |
| **Business Processes*** Precise or flexible
* Formal or informal
* Checklists or memory
* Quality Assurance / Quality Control
 |  |
| **Dress Code*** Shorts and t-shirts
* Business casual
* Suits and ties
* Casual Fridays
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| **Meeting Management*** Casual or formal
* Short or long
* Standing or sitting
* Agendas and minutes
 |  |
| **Performance Management*** Formal or informal
* Set times for evaluations
* Set times for raises and promotions
 |  |
| **Compensation and Benefits*** Minimum wage or top of the wage scale
* Salaries, bonuses, and commissions
* Benefits
* Company computers, printers,cell phones
 |  |
| **Conflict Management*** Formal or informal
* Anger management
 |  |
| **The Energy Signature*** Relaxed or Intense
* Informal or Formal
* Friendly or Hostile
* Collaborative or Competitive
* Authentic or Superficial
* Family or Strangers
 |  |
| **Defining and Managing the Culture*** Top-down
* Bottom-up
* Hybrid
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