'OHANA WORKPLACE ALLIANCE · JOIN THE MOVEMENT

'Ohana-Friendly Employer Self-Assessment

A short, no-pressure look at where your organization is today — and where you'd like to grow

There are no scores or grades. This assessment is simply a way for you to understand your organization's current support for employees and their families, recognize what's already in progress, and identify where to focus next. Strengths and opportunities for growth are both expected.

> *Time to complete is about 15 minutes. Best completed by someone in HR or people leadership, ideally with input from a manager or executive. Responses are confidential and reported only in combination with other organizations.*

How to Respond

Part 1 is optional. It is helpful when comparing your organization with other organizations.

Parts 2 and 3 use a three-step scale describing where you are on each statement:

- Just Starting — we haven't begun, or are at the earliest stage
- Making Progress — we're partway there, or it's in place for some but not all
- Ready to Go — this is solid and working well for us
- Not Sure — a perfectly fine answer; it often points to a useful conversation to have

Part 4 asks which practices you currently offer. Choose the option that best fits; "Not Yet" is simply a starting point, not a shortfall.

What You'll Get

After you complete this, you'll receive a Personal Snapshot (see page after the survey) showing your strengths, where you're making progress, and suggested next templates from the Resource Tool Kit — matched to the areas you said you want to grow.

Part 1 — About Your Organization

Organization name:

Your name and role:

Email (for your Personal Snapshot):

Primary island(s) where you operate:

- ☐ Oʻahu
- ☐ Maui
- ☐ Hawaiʻi Island
- ☐ Kauaʻi
- ☐ Molokaʻi / Lānaʻi
- ☐ Statewide / multiple islands

Sector:

- ☐ Private, for-profit
- ☐ Nonprofit
- ☐ Government / public sector
- ☐ Education
- ☐ Healthcare
- ☐ Other

Approximate number of employees in Hawaiʻi:

- ☐ 1–25
- ☐ 26–99
- ☐ 100–249
- ☐ 250–499
- ☐ 500–999
- ☐ 1,000 or more

Which best describes your workforce? (check all that apply)

- ☐ Mostly office-based
- ☐ Mostly on-site / frontline
- ☐ Shift or hourly work
- ☐ Hybrid or remote
- ☐ Seasonal

Where would you say your organization is on its 'ohana-friendly journey overall?

- ☐ Just Starting
- ☐ Making Progress
- ☐ Ready to Go (well established)

Part 2 — Your Foundation

These statements describe the groundwork that makes 'ohana-friendly practices last. Mark where you are on each.

Statement	Just Starting	Making Progress	Ready to Go	Not Sure
Our leadership understands and supports 'ohana-friendly practices	☐	☐	☐	☐
We have connected family-friendly practices to our mission, values, or strategic plan	☐	☐	☐	☐
We have a named person or team responsible for these practices	☐	☐	☐	☐
We have a budget (even a small one) set aside for them	☐	☐	☐	☐
We know what our employees need, based on data rather than assumptions	☐	☐	☐	☐
Our managers feel prepared to talk about and apply our policies consistently	☐	☐	☐	☐
Our policies are written down and easy for employees to find	☐	☐	☐	☐

Part 3 — Listening, Communicating & Sustaining

A practice only helps if employees know about it, use it, and it keeps up with their needs.

Statement	Just Starting	Making Progress	Ready to Go	Not Sure
We regularly ask employees what they need (surveys, focus groups, or stay interviews)	☐	☐	☐	☐
We gather feedback from employees who leave (exit interviews or surveys)	☐	☐	☐	☐
We track how often benefits and programs are actually used	☐	☐	☐	☐
We review our practices at least once a year to see if they still fit	☐	☐	☐	☐
We communicate new or existing practices to all staff, not just new hires	☐	☐	☐	☐

Part 4 — Practices You Offer Today

For each practice, mark the option that best describes your organization. A practice "offered to some" might apply to certain roles, locations, or tenure levels. Don't worry about practices that don't fit your workforce — mark "Not Yet" and move on.

A. Flexible Work & Time Off

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
Flexible start/end times or alternate schedules	☐	☐	☐	☐	☐
Hybrid or remote work options	☐	☐	☐	☐	☐
Compressed workweek	☐	☐	☐	☐	☐
Job sharing or part-time options	☐	☐	☐	☐	☐
Sick leave or PTO usable to care for dependents	☐	☐	☐	☐	☐
Parental leave (paid or unpaid, beyond legal minimums)	☐	☐	☐	☐	☐
Bereavement leave covering extended family	☐	☐	☐	☐	☐
Leave share program	☐	☐	☐	☐	☐
Other leave (volunteer, foster parent, parent-teacher, donor)	☐	☐	☐	☐	☐
Flextirement or phased-retirement program	☐	☐	☐	☐	☐

B. Dependent Care

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
On-site or near-site child care	☐	☐	☐	☐	☐
Partnerships or reserved slots with child/elder care providers	☐	☐	☐	☐	☐
Child care or dependent care subsidy or vouchers	☐	☐	☐	☐	☐
Dependent care Flexible Spending Account (FSA)	☐	☐	☐	☐	☐
Backup care for unexpected circumstances	☐	☐	☐	☐	☐
Elder/dependent care guidance or care-plan coaching	☐	☐	☐	☐	☐
Allowing children at work in an emergency	☐	☐	☐	☐	☐

C. Support Programs

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
Caregiver support group or resources	☐	☐	☐	☐	☐
New parent support	☐	☐	☐	☐	☐
Mental health resources or Employee Assistance Program (EAP)	☐	☐	☐	☐	☐
Grief and bereavement support	☐	☐	☐	☐	☐
Domestic violence awareness and support resources	☐	☐	☐	☐	☐
Return-to-work or returnship program	☐	☐	☐	☐	☐
Wellness offerings (screenings, flu shots, fitness, wellness allowance)	☐	☐	☐	☐	☐
Family-friendly events	☐	☐	☐	☐	☐
Casual dress code	☐	☐	☐	☐	☐

D. Health, Welfare & Insurance Benefits

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
Medical coverage for employees	☐	☐	☐	☐	☐
Medical coverage for dependents	☐	☐	☐	☐	☐
Dental and vision coverage	☐	☐	☐	☐	☐
Employer pays part of premiums for employees and/or dependents	☐	☐	☐	☐	☐
Supplemental insurance (accident, disability, life, cancer, hospital)	☐	☐	☐	☐	☐
Long-term care or other voluntary insurance	☐	☐	☐	☐	☐
Dedicated lactation room	☐	☐	☐	☐	☐
Outplacement services for separating employees	☐	☐	☐	☐	☐

E. Financial Benefits & Assistance

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
Retirement plan (401(k)/403(b), pension, or ESOP)	☐	☐	☐	☐	☐
Employer retirement match or automatic enrollment	☐	☐	☐	☐	☐
Financial planning, advising, or literacy programs	☐	☐	☐	☐	☐
Tuition assistance or reimbursement	☐	☐	☐	☐	☐
Student loan repayment help	☐	☐	☐	☐	☐

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
Scholarships (for employees or dependents)	☐	☐	☐	☐	☐
Certification or licensing bonuses/reimbursement	☐	☐	☐	☐	☐
Weekly pay option	☐	☐	☐	☐	☐
Parking subsidy	☐	☐	☐	☐	☐

F. Education & Career Development

Practice	Offered to All	Offered to Some	Planning	Not Yet	Not Sure
Individual career development plans	☐	☐	☐	☐	☐
Leadership and supervisory development	☐	☐	☐	☐	☐
Technical skills training or apprenticeships	☐	☐	☐	☐	☐
Training on respectful workplaces (harassment, DEI)	☐	☐	☐	☐	☐
Financial management or trauma-informed care training	☐	☐	☐	☐	☐
College guidance coaching for employees or dependents	☐	☐	☐	☐	☐

G. Something We Do That Isn't Listed

Is there an 'ohana-friendly practice your organization offers that we didn't mention? We may feature it (with your permission) in the Emerging & Community-Submitted Practices template.

Practice and a brief description:

Part 5 — Where You'd Like to Grow

Which areas would you most like to strengthen over the next 12 months? (choose up to three)

- ☐ Flexible Work & Time Off
- ☐ Dependent Care
- ☐ Support Programs
- ☐ Health, Welfare & Insurance Benefits
- ☐ Financial Benefits & Assistance
- ☐ Education & Career Development
- ☐ Getting leadership on board
- ☐ Understanding what our employees need
- ☐ Communicating what we already offer

What is the biggest thing standing in the way? (choose up to two)

- ☐ Budget
- ☐ Staff time or HR capacity
- ☐ Leadership buy-in
- ☐ Not sure where to start
- ☐ Concerns about fairness across roles or locations
- ☐ Legal or compliance questions
- ☐ Our workforce structure (shift, seasonal, or frontline)
- ☐ Other

What kind of support from 'Ohana Workplace Alliance would be most helpful? (check all that apply)

- ☐ Getting Started workshop or cohort
- ☐ One-on-one guidance
- ☐ Peer learning with other Hawai‘i employers
- ☐ Sample policies and templates
- ☐ Manager training
- ☐ Updates and resources only

In your own words: what is one thing you're proud of, and one thing you'd like help with?

Proud of:

Would like help with:

Part 6 – Matching Results to Next Steps

If you answered…	Please start with these templates…
Marks Part 2 foundation items Just Starting	Strategy Alignment Overview; Executive Pre-Briefing Guide
Is Not Sure about employee needs	Organizational Needs & Resource Capacity; Stay and Exit Interview templates
Chooses a practice area in Part 5	The matching Resource Tool Kit template, and the Practice Finder
Marks Part 3 listening items Just Starting	Stay Interview and Exit Interview templates
Says Not sure where to start	Quick-Start Checklist and Getting Started workshop
Wants peer learning	Cohort Model — invite to the next cohort

. These insights can guide which resources to build next and tell the story of the movement.