

Workplace Wellness Inventory

Use this form to assess workplace wellness and perceptions of workplace wellness at your library.

Management: Provide employees with electronic or paper copies of this form. Allow 1-2 weeks for employees to reflect and assess wellness practices. You may also wish to complete your own inventory. Collect forms and compile data. The areas marked “sometimes” or “never” are those that may require attention to make your library workplace a healthier environment.

Library Employees: Reflect on the seven components of wellness in your workplace. Complete this form and return to management.

As a Team: Look at the Workplace Wellness Inventory results. Brainstorm and implement measures to increase wellness at your library. For tips and ideas, visit ALA’s Wellness website: www.ala-apa.org/wellness

Workplace Wellness Inventory

Please return to _____ by _____

Physical Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Employees have access to health insurance			
Fitness programs/activities are sponsored by the employer or available to employees at a reduced rate			
Employees are encouraged to take breaks and move about throughout the day			
Healthy foods are available in vending machines and at workplace dining facilities			

Environmental Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Ergonomic furnishings and computer stations are available to all employees			
The air is clean; steps are taken to control mold, mildew, and other irritants			
Information about cleaning chemicals is available to all			
Recycling is available and encouraged			
Employees are encouraged and empowered to use safe lifting, climbing, bending, and carrying practices.			

Social Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Employees feel comfortable sharing personal information with each other			
Employees have opportunities to create meaningful relationships with colleagues			
The library director/management takes time to establish relationships with all employees			

Spiritual Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Employees feel as though their work is meaningful and valuable			
Spiritual diversity is respected and valued			
Employees are comfortable with the ethical standards employed at the library			

Emotional Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Employees feel personally valued			
Employees can comfortably say “no,” when asked to perform additional duties			
Library management is trustworthy			
Stress management is encouraged and promoted			

Intellectual Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Cultural and/or professional development opportunities are provided and/or encouraged by the employer			
Critical thinking and problem solving are encouraged			

Occupational Wellness

How often are these statements true at your library?	Always	Sometimes	Never
Employees have time outside of work to pursue activities that are personally stimulating			
Employees feel satisfied in their jobs			
Employees are encouraged to set short- and long-term professional goals			

Document updated by Jenny McElroy, Dory Cochran, & Amanda Avery
ALA Emerging Leaders Project 2016