

HOW TO USE AAVMC'S INTENTIONAL ORGANIZATIONAL WELLBEING EFFORTS ASSESSMENT TOOL

Updated March 2025

The AAVMC's Intentional Organizational Wellbeing Efforts Assessment Tool is designed to assist colleges in self-assessing their wellbeing initiatives. The results are intended for internal use unless a college voluntarily shares them publicly. This tool is not intended to be used for competitive comparisons. Instead, it serves as a resource for college leadership to identify areas of strength and opportunities for growth in organizational wellbeing, helping to establish priorities for improvement. Colleges are encouraged to provide honest responses to ensure an accurate assessment of their progress in organizational wellbeing initiatives. There is no expectation of perfection.

GUIDELINES FOR COMPLETING THE ASSESSMENT

The AAVMC recommends that individuals completing the assessment take their time and collaborate with colleagues across the college to obtain a comprehensive perspective.

As you complete the assessment, it is advisable to document ongoing or implemented activities for each item. **Notes can be added directly in Adobe Acrobat.** Alternatively, if you prefer to input information directly into the document, a Microsoft Word-compatible version is available upon request by emailing Elisabeth Cavallaro, AAVMC Manager for Wellbeing, at ecavallaro@aavmc.org. Keeping thorough records will facilitate continuity in the event of staff transitions and will support future assessments to track progress over time.

FREQUENTLY ASKED QUESTIONS

What qualifies as an “Implemented” activity?

An activity is considered “Implemented” when it is fully executed and requires no further work beyond routine maintenance, such as annual policy reviews. Activities marked as “Implemented” should have concrete evidence demonstrating their full implementation.

What if an activity has been implemented in some areas of the college but not others?

The assessment aims to capture institution-wide progress on organizational wellbeing efforts. If an activity has not been fully implemented across the entire college, it should be marked as “In Progress.” Activities should only be labeled as “Implemented” when they are fully in place in all relevant areas and require no additional effort beyond maintenance.

Can a checkmark be placed in between two areas, such as putting a check between “In Progress” and “Implemented”

As the assessment is meant for internal use, it can be completed in any way that is most useful for the college. However, it is strongly recommended that checks be placed in only one square to provide leaders with a clear snapshot of their college's progress at a glance. An item should only be marked as “Implemented” if no further work is required. Otherwise, it remains “In Progress.” An activity is considered “Not in Place” if no work has been initiated toward its implementation. Otherwise, it is “In Progress.”

Who is the intended target population for this assessment?

This tool evaluates organizational wellbeing efforts encompassing the entire college community, including students, faculty, and staff. All individuals within the college should be considered when responding to assessment questions. If an activity is in place for one group (e.g., students) but not for others (e.g., faculty or staff), it should be marked as “In Progress.”

Can this tool be used to assess the wellbeing efforts of a single department?

While the tool is primarily intended to evaluate wellbeing initiatives at the organizational level, department leaders may choose to use it to enhance wellbeing efforts within their specific departments. However, not all items may be applicable at the departmental level, and discretion should be used when determining which elements to assess.

*For further information on this document,
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