

## Critical Action 3: Performing a Needs Assessment Information-Gathering Sheet

The third critical action for leading educator wellness is performing a needs assessment. Use this reproducible to ensure you have a firm grasp on the current state of operations in your school or district. Remember that your own perspective is limited, and that the key to broadening that perspective is seeking input from team members and other stakeholders.

Wellness team member names or school or district positions:


### Interview Staff

Names of staff interviewed:


Interview prompts:

- The school (or district) wellness team is conducting a needs assessment. What information should the team consider before initiating an educator wellness initiative?
- The wellness team is trying to engage as broad a stakeholder group as is reasonable. Who do you believe should be engaged in our educator wellness work?
- What criteria might we use to define what it means for our school or district to be well?
- Describe a well school or district. What would it look like? Describe the behaviors of educators operating in a well environment.
- Would you be interested in working closely with the design and implementation of the strategic wellness initiative?

**Gather Evidence**

Gather additional evidence related to performing a needs assessment, such as copies of school-improvement or district-improvement plans; agendas; HR documents; wellness policies; data reflecting use of sick days, worker's compensation, or other lost work time; or other important artifacts.

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**Rate Level of Need**

Recommended rating (circle one):    1           2           3

Additional notes about this rating:

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