



Organizational X-Ray

A Guide for Staff Taking the Survey

Why your answers matter and how they are protected

Your organization is taking the Organizational X-Ray, a survey run by The PRISM Group. It shows how work, decisions and accountability actually move across the organization, from senior leadership to the front line. This guide explains why your answers matter and how they are protected.

What kind of place do you want to work in?

This is your chance to show leadership what your work is really like: what runs well, what makes it harder than it needs to be, and what you deal with every day. You can answer candidly. Your answers are never connected to your name or invitation, and the report never identifies anyone. Just leave out names and details that only a few people would recognize.

The more accurately people answer, the clearer the picture. When several people independently describe the same condition, leadership can see it is a pattern, not one person's experience.

Why your answers matter

Leaders often see the organization differently from the people doing the work. The survey compares those views, so gaps between levels and departments become visible instead of staying hidden.

Your answers help leadership see where roles are unclear, where decisions get stuck, and what is working well enough to protect. The value comes from everyone answering, at every level.

How your answers are protected

- **No names.** The report never shows who said what.
- **Groups of five or more.** Results for a level or department appear only when at least five people in it have answered. Smaller groups are combined or left out.
- **No working backward.** If showing one group would let someone figure out a smaller group by subtraction, that group is hidden too.
- **Written answers are protected.** Comments are summarized into recurring topics. A short quotation may appear only after PRISM has reviewed it and confirmed it does not identify the writer. Suggestions are paraphrased and reviewed by PRISM, and anything that could point to a person is held back.
- **Independent review.** The PRISM Group reviews every report before leadership sees it.

One caution: if you describe a situation only you could know about, others may recognize it. Describe the pattern rather than the incident.

What you will be asked

- A consent screen explaining how your answers are used.
- A few background questions, such as your level and department, used only to group results.
- Statements about how work runs, answered on an agreement scale.
- A few optional written questions.

"Not sure" is always available. Most people finish in about 15 minutes.

How to give useful answers

- **Answer about how things actually work**, not how they are supposed to work on paper.
 - **Think about the last few months**, not one good or bad day.
 - **Describe conditions, not people.** "Approvals wait on one sign-off" helps; a name does not, and it will be removed.
 - **Use the written questions** for what gets in the way, what works and should be kept, and what you would change.
 - **Choose "not sure"** when you do not know.
-

What happens after you finish

When the survey closes, The PRISM Group builds the report and reviews it, which takes two to six business days. Senior leadership then receives group results, written topics and suggested next steps, never individual answers.

Leadership is encouraged to tell staff what was learned, what will be protected and what will be addressed first.

Questions about the survey or your privacy? Ask the person who sent you the link, or write to The PRISM Group at hary@theprismgroup.org.