

ADKAR ASSESSMENT

Brief description of the change		Awareness
Notes:		List the reasons you believe the change is necessary. Review these reasons and rate the degree to which this person is aware of them, or the need to change. (1 is no awareness, 5 is total awareness)
Awareness of the need for change	Score	Desire
Notes:		List the factors or consequences (good and bad) that create a desire for this change. Rate the person's desire to change, taking into consideration the motivating factors, but also their convictions and any associated consequences. (1 is no desire to change, 5 is strong desire)
Desire to make the change happen	Score	Knowledge
Notes:		List the skills and knowledge needed to support the change, including if the person has a clear picture of what the change looks like. Rate this person's knowledge or level of training in these areas. (1 is no knowledge, 5 is highly knowledgeable)
Knowledge about how to change	Score	Ability
Notes:		Considering the skills and knowledge identified in the previous question, evaluate the person's ability to perform these skills or act on this knowledge. Rate this person's ability to implement the new skills, knowledge and behaviors to support the change. (1 is no ability, 5 is very able)
Ability to change	Score	Reinforcement
Notes:		List the reinforcements that will help to retain the change. Are incentives in place to reinforce the change and make it stick? Rate the reinforcements and how they help support the change. (1 is not helpful, 5 is very helpful)
Reinforcement to retain change	Score	
Notes:		

Identify the first area that scored 3 or below. This is your “barrier point” and what needs to be addressed first. By addressing the first area with a low score, you will positively impact all the goals that follow.