



Senior HR Directors are encouraged to drive engagement by being open and transparent about survey results as soon as possible. The three lowest scoring areas campuswide for the [2022 Working at Iowa Survey](#) were workload distribution, recognition, and promotion opportunities. The following questions will help you explore the root cause of a low score regarding workload distribution.

### **Q9: My unit distributes workloads fairly**

#### **What is the work?**

1. What is the work and how is it scoped, prioritized, planned, and assigned?
2. What is our process for managing work that is planned vs. work that is unplanned?

#### **How is work distributed?**

3. If there is a perception of unbalanced workloads, are we transparent about how we distribute work and who is doing what?
4. Do we reward our top performers with more work? How do we check for bias in our work distribution?

#### **What processes or tools do we use?**

5. What tools or processes do we currently use to estimate work and how much time work will take? Could we make more effective use of roadmaps, project planning tools, whiteboards, etc.?

#### **Additional Resources**

Here are some additional resources as you continue your action planning process.

**Website:** [Evaluating and Rebalancing Workload](#)

**Article:** [HBR – Make Sure Your Team Workload is Divided Fairly](#)

**Video:** [Balancing Workload](#)