

### Burden Disclosure

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### Introduction

This survey asks a series of questions about your involvement with change management, as well as your level of comfort with the changes impacting your workplace. Your feedback is valuable and will be used to evaluate the effectiveness of our change management efforts, as well as help us understand what types of additional information and/or training should be provided before move-in.

### Instructions:

- Your responses are completely anonymous and secure.
  - For each question, select the option that best represents your view.
  - The survey will take approximately 5 minutes to complete.
  - Try to answer each question as honestly and accurately as possible.
  - At any point, you may exit the survey and return at a later time. Your answers will be saved.
- Questions about this survey can be sent to Joelle Jach at [joelle.jach@callisonrtkl.com](mailto:joelle.jach@callisonrtkl.com).

Q1 Please select your IC/OD organization.

- NIAAA
- NHGRI
- NEI
- OER - OLAW
- OER – OEP
- ORS (Conference Center)
- Other, please specify

Q2 Which of the statements below best applies to you?

- Federal employee (full time)
- Federal employee (part time)
- Contractor/Consultant
- Student/Intern

Q3 Are you in a supervisory position?

- Yes
- No

Q4 How long have you worked at NIH (including in other ICs or as a contractor)?

- Fewer than 3 years
- 3-5 years
- 6-10
- 11-15 years
- 16-25 years
- 26+ years

Q5 Please identify all of the information sources that you have accessed, or the activities in which you have participated.

- I attended Change Management Steering Committee meetings
- I am a Change Champion
- I attended a Town Hall presentation
- I accessed the NIH on the Move website at <https://nihonthemove.nih.gov>
- I read the Frequently Asked Questions on the NIH on the Move website
- I emailed the project email box at [ORFResponse@mail.nih.gov](mailto:ORFResponse@mail.nih.gov)
- I submitted a Frequently Asked Question for an answer
- I read a newsletter
- I read a communication from the leadership of my IC/OD organization
- I saw posters in the hallway
- I attended the Change Champions focus group session in February 2017
- I participated in the chair fair
- I submitted answers to the chair fair survey (June 2017)
- I submitted answers to the workstyle survey (December 2016)
- I spoke with (or contacted) a member of the Change Management Steering Committee
- I have not accessed any of the above, but have heard about the move from my coworkers
- None of the above
- Other, please specify

Q6 The following questions are provided to help us understand your comfort level with moving to the new work environment. Your responses will help us understand what additional communications and/or training will be needed prior to move-in.

Q7 In general, I understand what the new work environment will be like.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q8 In general, I am personally very comfortable with the change to the new work environment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q9 The people in my work group are generally very comfortable with the change to the new work environment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q10 I possess the skills and knowledge necessary to transition into the upcoming workplace change successfully.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q11 I understand the overall business reasons for the change to the new workplace.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q12 Is there anything else you would like to know more about or feel like you need more information on?

Q13 I would like to receive more information about the move via: (Please select all that apply.)

- Face-to-face communication from my supervisor or director
- E-mail communications from my supervisor or director
- IC-wide email
- NIH on the Move website
- Other (please specify) \_\_\_\_\_

Q14 If you have suggestions for additional information or training that should be provided prior to the move, please identify these below.