

# Workplace + Organizational Performance Survey

## Burden Disclosure

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA#0925-0648. Do not return the completed form to this address.

## Introduction

This survey is designed to help understand how well your current workplace (i.e., the spaces you use both individually and collectively) support the organizational performance of your department and NIH, and enable you and your colleagues to perform to your maximum capabilities. Please rate each question with a ranking from 1-5 (1 being minimal support and 5 being highest support). There are also a few questions that ask for your perception on a number of workplace setting issues. Please fill in those blanks with a response that you feel adequately describes your opinion. The survey is structured around the 5 organizational resources: **organizational (NIH) strategy, organizational structure, work processes, people, and rewards**. These resources comprise every enterprise and ultimately contribute to operational and organizational success.

## Explanation of survey terminology

Organizational Design Model: analysis framework



### Strategy:

Assessing the organizations objectives, business strategy and how they are achieving it.

### Structure:

Assessing the formal and informal organizational structures and management styles.

### Process:

Assessing operational flows, work methodologies, protocols and work modes.

### People:

Assessing the human capital of the organization.

### Rewards:

Assessing motivations and benefits impacting employees' choice of working at the organization.

## Things to Consider When Completing This Survey / Instructions

Your thoughtfulness in completing this survey will provide a benchmark to understand how well you believe the design of your current workplace supports your work. There are no right or wrong answers.

- For each question, answer to the best of your ability.
- Your responses are completely anonymous and secure; however, for context purposes, please let us know what Institutes and Centers (ICs) / office, department, and location / building you reside in at the end of the survey.
- The survey will take approximately 15-20 minutes to complete.
- 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 Marjorie Marcus at [marjorie.marcus@nih.gov](mailto:marjorie.marcus@nih.gov).



## Section 1: Strategy & Mission

Rate how well you believe your current workplace supports and/or reflects the various components of the organizational strategy of your IC and the goals and values of NIH.

Please rate each question with a ranking from 1-5 (1 being minimal support and 5 being highest support).

1 2 3 4 5

- Mission of your IC
- Vision of your IC
- Goals of your IC
- How well do you believe your current workplace environment reflects the values of NIH?
- What about your current workplace environment best reflects the values of NIH?
- What about your current workplace environment least reflects the values of NIH?



## Section 2: Organizational Structure

Rate how well you believe your current workplace supports the management styles and organizational structure of your IC.

- How well does your current workplace environment reflect the management style of your IC?
- How well does your current workplace environment reflect the organizational structure of your IC?
- How well does your current workplace environment enable communication of information?
- How well does your current workplace environment enable communication of ideas?
- How well does your current workplace environment contribute to the decision-making processes of your IC?



### Section 3: Work Processes

Rate how well you believe your current workplace supports the various components of the work processes you are engaged with.

Please rate each question with a ranking from 1-5 (1 being minimal support and 5 being highest support). **1 2 3 4 5**

- How well does available technology (e.g., video conferencing, Wi-Fi, etc.) support your:
  - Focus work (i.e., work requiring focus and concentration)?
  - Collaborative work (i.e., work with other colleagues, either scheduled or serendipitous)?
- How well does your current workplace environment support your ability to do focus work?
- The space, either inside or outside your office location, that I do my best focus work is... 

*(Drop down menu: a room where I can close a door, any space that is quiet, at Starbucks, at home, I am able to do focus work anywhere).*
- How well does your current workplace environment support your ability to meet with colleagues?
- The space that I do my best collaborative work is... 

*(Drop down menu: a formal enclosed conference room; informally, at a colleague's workspace; in both an enclosed conference room and in an informal open meeting space, depending on the type of meeting; online or by video conference; outside of the office in a more social setting).*
- How well does your current workplace support and allow for social interaction between you and your colleagues?
- The space that is most conducive for social interaction is... 

*(Drop down menu: cafeteria, corridors, fitness center, outside of the office, other NIH amenity spaces).*
- How well does your current workplace support and allow for productive learning opportunities?
- The space that is most conducive for learning opportunities is... 

*(Drop down menu: training rooms, online at my computer, conference rooms, library, at a colleague's work area).*
- How well does your current workplace support your individual workstyle?



### Section 4: Employees

Rate how well you believe your current workplace supports the various needs and interests of current and future employees.

Please rate each question with a ranking from 1-5 (1 being minimal support and 5 being highest support).

1 2 3 4 5

- How well does your current workplace environment serve to attract talent to your IC?
- How well does your current workplace environment serve to retain talent in your IC?
- How well do you believe your current workplace environment reflects the needs of the generational demographics of employees in your IC?



### Section 5: Rewards

Rate how well you believe your current workplace supports the various needs of employees.

- How well does your current workplace design reflect the values associated with why you have chosen to work here?
- What space within your current workplace environment best reflects the values of the IC?
- My current workplace environment enables me to produce my best work.
- My current workplace environment makes me feel valued by the IC.

## Section 6: Keep, Toss, Create Exercise

What spaces within your existing NIH workplace work well, and should be **KEPT, or replicated**, in some form (e.g., amenity spaces, meeting spaces, individual workspaces, fitness center, etc.)?

What spaces within your existing NIH workplace are not working effectively and should be **TOSSED, or not replicated**, in some form (e.g., amenity spaces, meeting spaces, individual workspaces, fitness center, etc.)?

What spaces within your existing NIH workplace do not currently exist but should be **CREATED** to support the work you do, and the work of the IC?

## Section 7: Work Modes

On a typical day, I spend the following amount of time at my primary workspace

25%      50%      75%      100%

                

My primary workspace is (e.g., an office, an open workspace, etc.)

When I am not in my primary workspace during work hours, I am... (provide % of time at each space)

<input type="checkbox"/>	in a conference room.	25%	50%	75%	100%
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	at a colleague's workspace.	25%	50%	75%	100%
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	on outside business travel.	25%	50%	75%	100%
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	at another NIH work site.	25%	50%	75%	100%
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	at home.	25%	50%	75%	100%
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Individual Completing This Survey

For context purposes, please let us know what Institutes and Centers (ICs) / office, department, and location / building you reside in.

IC / Office	Department	Date
Location / Building	Current workplace type (office, open workstation)	