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Preview & Test

NIAID Internal Communications Survey

OMB Control Number: 0925-0668 Expiration Date: 04/2022

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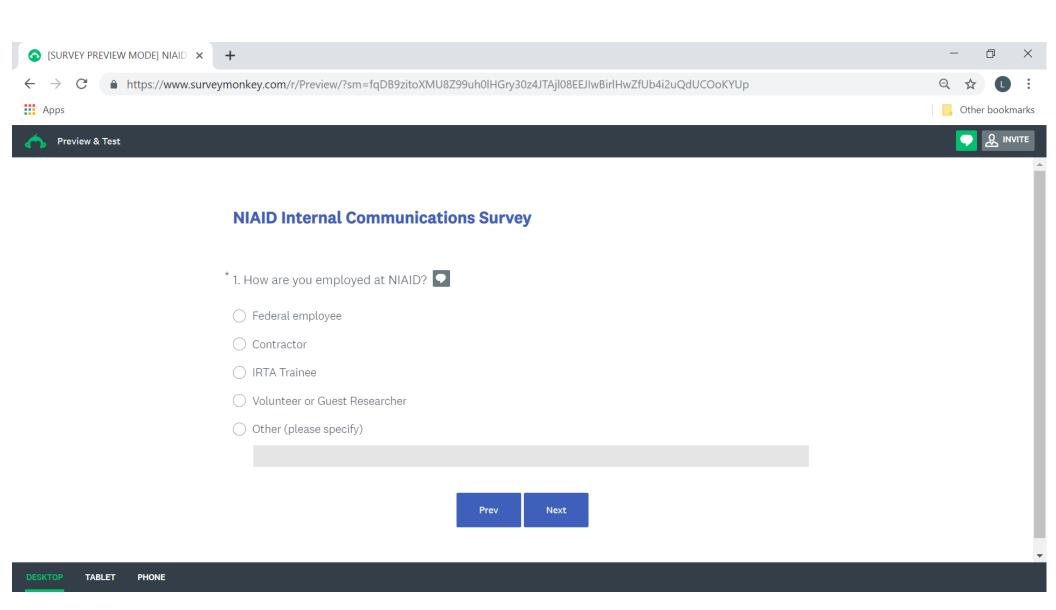
Thank you for participating in this survey. This survey is designed to gather information about your experiences and opinions related to internal communications at NIAID. This includes both formal and informal communications within your immediate workgroup and across the Institute. The intent of this effort is to provide the Institute with up-to-date information that may be translated into concrete communications solutions.

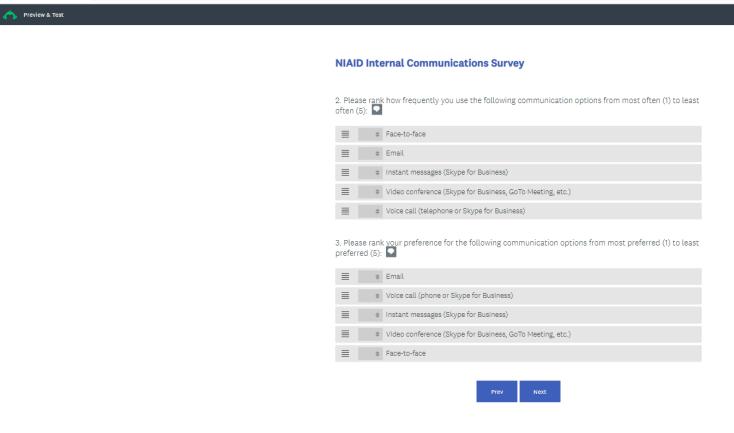
The survey will take less than 10 minutes to complete. Your responses are anonymous, voluntary, and secure to the extent permitted by law. Responses will be aggregated and analyzed as a group. Personal identifiers will not appear in any report of the survey results.

Please complete the survey by COB May 17, 2019. If you have any questions or concerns about the survey functionality, please contact the NIAID Evaluation Team. If you have any questions about the survey questions or purpose, please contact the NIAID EPIC Cohort 3.

SurveyMonkey supports the following browsers:

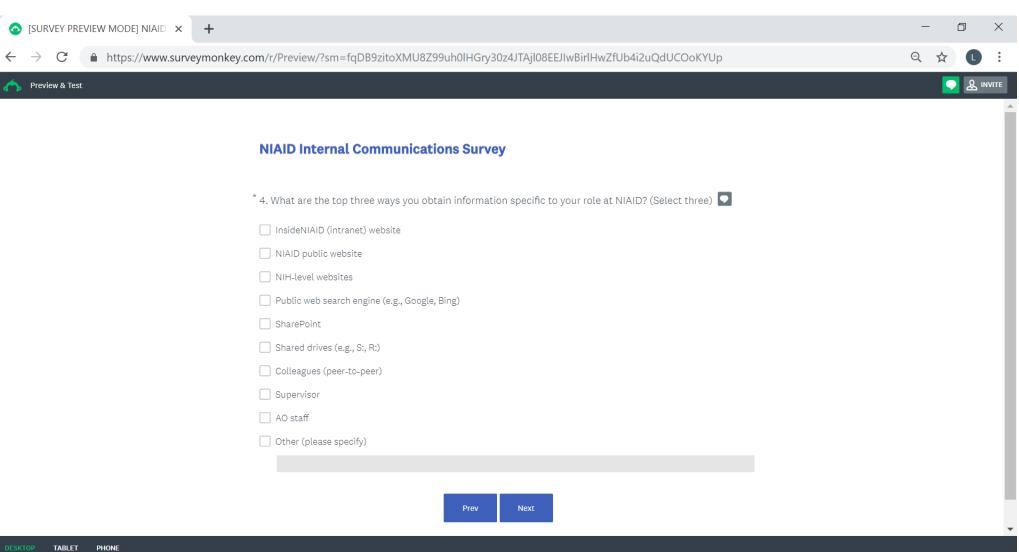
- -Chrome 16 and later
- -Firefox 13.0 and later
- -Safari 5.0 and later
- -Internet Explorer 9.0 and later

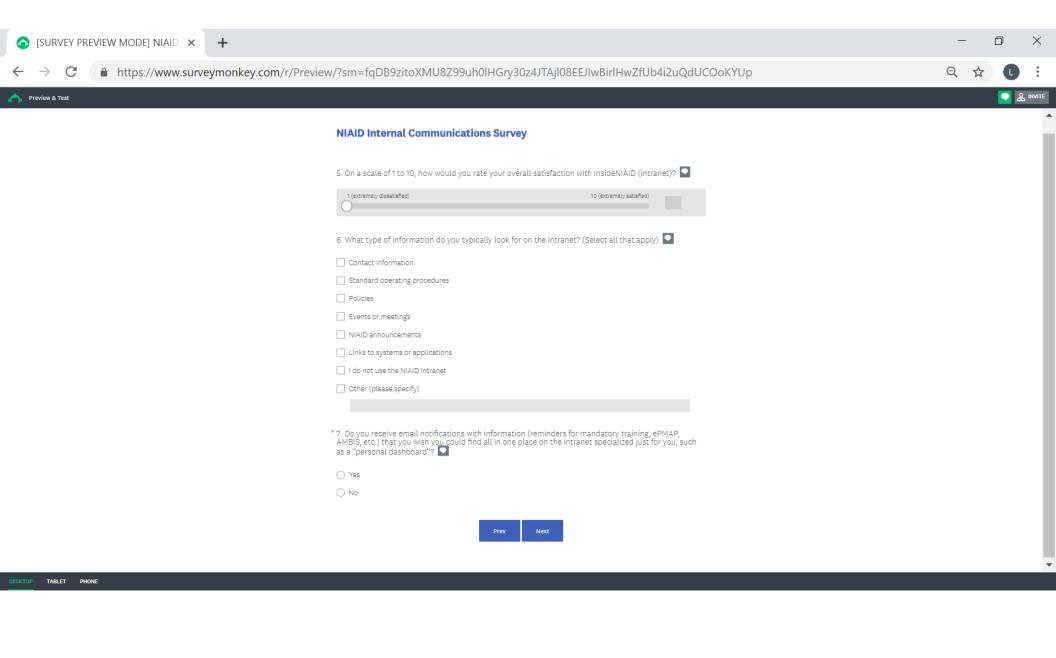


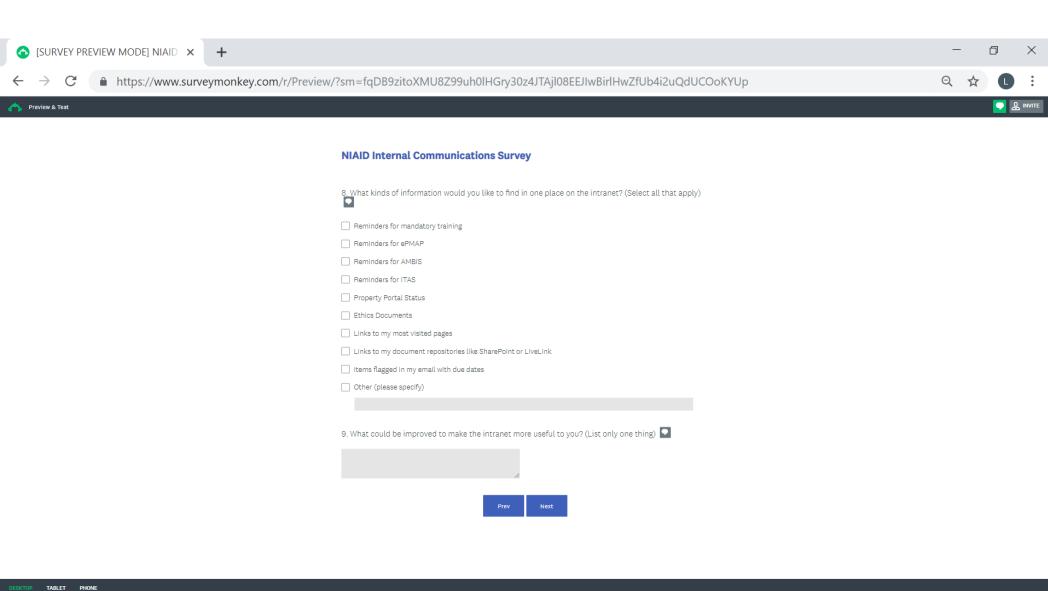


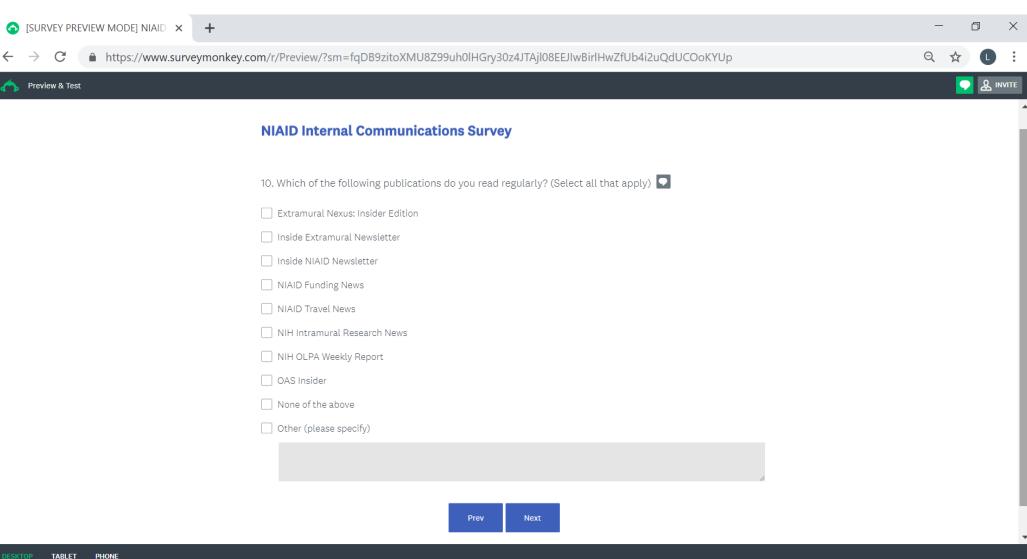
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(SURVEY PREVIEW MODE) NIAID X











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NIAID Internal Communications Survey 11. How do you find out about meetings, conferences, or workshops held at NIAID facilities? (Select all that apply) Website (NIAID intranet) Website (external, e.g., Google) Word of mouth Newsletter Event-specific e-mail announcement ■ Workplace TV monitor Other (please specify) * 12. What would be your preferred method of learning about meetings, conferences, or workshops held at NIAID facilities? [Select up to 3] Newsletter ─ Workplace TV monitor Word of mouth ☐ Website (NIAID intranet) Website (external, e.g., Google) Event-specific e-mail announcement Other (please specify) *13. Do you experience communication barriers within NIAID? O Yes O No

NIAID Internal Communications Survey

14.	Select your top three communication barriers. (Select up to 3)
	Confusing or unclear emails
	Unable to locate policy or operational information
	Unclear lines of authority
	Lack of vertical communication (top-down or bottom-up)
	Lack of horizontal communication (peer-to-peer or cross-organization)
	Multiple or redundant systems, tools, or procedures
	Locating the appropriate individual or group point-of-contact for a given topic
	Other (please specify)
	From the list below, select up to 8 ideas that you hope NIAID will pursue to improve internal mmunications: (Select up to 5)
	Communications training
	Facilitating meetings training
	Trainings and seminars on contracts and grants
	Internal policy landing webpage
	More privacy spaces
	More social events
	Master list of points of contact
	Update or redesign organizational charts
	Update or redesign intranet
	Email or newsletter templates for staff use
	Cross-Divisional interest groups
	Best practices webpage
	More in-person forums or brown bags
	Online discussion forum
	Other (please specify)



NIAID Internal Communications Survey

16. If you have any other suggestions for improvement or comments about communications at NIAID, please provide them here:



DESKTOP

PHONE

