

NEI Future of Work Survey

On behalf of NEI's Future of Work working group, thank you for taking this survey! All responses will be held confidentially by the working group. We hope to use results of this survey to provide useful tools, guidance, and information that will help staff transition from maximal telework posture into our new future of work at the institute.

If you encounter any problems, please contact nei-work-flex@nih.gov (<mailto:nei-work-flex@nih.gov>). Thank you for your support!

Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery

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* Required

About Me

1. What type of work do you perform at NEI? *

Clinical Care

Intramural Research

Extramural

Admin

Other

2. Is your role supervisory? *

- Supervisory
- Non-supervisory

3. Where do you normally work when you're on-site? *

- Building 6
- Building 10 (South, old)
- Building 10-CRC (North, new)
- Building 31
- Building 35
- Building 49
- 5652 Fishers Lane
- 6700B Rockledge Dr
-
- Other

4. During the pandemic, how many days per week have you typically worked off-site? *

- less than 1 or ad-hoc only
- 1
- 2
- 3
- 4
- 5

5. About how many days per week do you expect to work off-site starting April 2022 (immediate future)? *

- less than 1 or ad hoc only
- 1
- 2
- 3
- 4
- 5

6. In the future, how many days per week would you prefer to work at home (off-site)? *

- less than 1 or ad hoc only
- 1
- 2
- 3
- 4
- 5 (remote or local remote)

Other

Team Building and Relationships

7. How do you maintain relationships with your team members? *

Select all that apply

- I meet regularly one-on-one with other team members (virtually or in person)
- We socialize virtually on a regular basis
- We get together outside of work in person
- We meet regularly in team (work) meetings
- We're not doing anything to maintain relationships
-

Other

8. How do you welcome new team members? *

Select all that apply

- We have a group meeting welcoming them to the team
- New team member meets one-on-one with other members of the team
- New staff is introduced to other NEI staff outside the team
- New team member works with trainer(s) to get up to speed
- Nothing
-

Other

9. How do you say goodbye to team members leaving your team? *

Select all that apply

- We do nothing
- We have a virtual gathering with team members
- We have a virtual gathering and invite staff from other offices/labs
- We have an in-person gathering
-

Other

10. What strategies do you use to manage conflict within your group in a remote or virtual setting? *

Select all that apply

- Team members sort it out amongst themselves
- Supervisor gathers all the relevant parties together in a virtual meeting to sort things out
- Supervisor meets individuals separately and brokers a truce
- Relevant parties join in an email or Teams conversation to sort things out
- Team is exclusively on-site and handles all conflict in person
- Ignore conflict as much as possible
-

Other

Meetings and Virtual Communications

11. How does your team track progress or measure productivity? *

Select all that apply

- We use an issue tracking software (e.g. JIRA, etc)
- We use shared spreadsheets or other documents
- A project manager (or supervisor) checks in regularly with team members to track progress
- We check in informally via email or conversations
- We all work separately on our own timelines and don't need to coordinate
-

Other

12. How does your team communicate work hours, leave days, and special events? *

Select all that apply

- Shared online calendar
- Physical calendar in the office
- Via email or Teams chat
- Verbally at meetings
- We don't share these data with the whole team
-

Other

13. Please rank meeting types in your order of preference, from most preferred to least: *

In-person

Hybrid (at least 1 participant remote, at least 2 in-person)

Virtual

14. Please explain your previous answer

15. How experienced are you with hybrid meetings? *

No experience 1 2 3 4 5 6 7 8 9 10 Frequently plan and run hybrid meetings

16. What aspects of hybrid meetings worked? What could use improvement?

17. Which meeting platform(s) does your team use for virtual and/or hybrid meetings? *

Select all that apply

Zoom

Teams

Skype for Business

Webex

Telephone (audio) only

Other

18. Why do you use these specific platforms?

19. What type of hybrid meetings do you expect your team will have in the near future? *

Select all that apply

We are only all-virtual or all-in-person, and will not use hybrid meetings

Small group "table" discussions

Small group meetings with informal presentations/ shared screens

Formal presentations

Mix of multiple formats depending on the content of the meeting

Other

20. Which (if any) NEI-owned conference rooms do you expect to use for your hybrid meetings? *

Select all that apply

- Building 31 6A35
- Rockledge 3450 (large 3rd floor)
- Rockledge 3448 (smaller 3rd floor)
- Rockledge 4240 (4th floor)
- Building 10 10S233 (Cogan)
- Building 10 Cogan overflow
- Building 6 124
- Building 6 322
- Building 6A B1A07
- Non-NEI conference rooms
- We don't use conference rooms at all
-

Other

21. What size group meetings do you typically hold? *

Select all that apply

- 2-4 people
- 5-10 people
- 11-20 people
- >20 people
- We don't hold meetings

22. Please share any specific concerns you have regarding the meeting and social space availability and use logistics:

A large, empty rectangular box with a thin black border, intended for the user to provide their response to question 22.

Space and Facilities

23. If your team has team members returning to the office after being away during the pandemic, will your lab or office space need any space or equipment changes to accommodate the return of team members at pre-pandemic levels?

24. Does your lab or office require any specific items or capabilities to improve hybrid (on campus vs. remote) work communications and collaboration?

Staff Sentiment

25. I feel a strong sense of belonging in my work group

Totally disagree 1 2 3 4 5 6 7 8 9 10 Totally agree

26. I feel a strong sense of belonging at the National Eye Institute

Totally disagree 1 2 3 4 5 6 7 8 9 10 Totally agree

27. I believe my supervisor(s) is/are doing a great job maintaining group cohesiveness

Totally disagree 1 2 3 4 5 6 7 8 9 10 Totally agree

28. If you would like to provide context about your staff sentiment ratings above, please do so here:

Anything else?

29. Please share any additional comments or concerns!

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