



Default Question Block

OMB Control Number: **0925-0648**

Expiration Date: **06/30/2024**

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NLM Broadcast Email Feedback Tool

Thank you for taking the time to complete this brief survey about NLM broadcast emails. The survey questions are specific to standalone NLM broadcast emails sent to NLM staff, not HHS and NIH-wide emails.

All responses are anonymous and participation is completely voluntary. We value your feedback.

Block 1

When a broadcast message arrives, when do you usually open it?

- Within the hour it arrives
- Within one business day
- Within the same week
- Never
- Other



In general, which factors determine whether you read an NLM broadcast email? (Please select all that apply.)

- Topic in the email subject line
- Perceived timeliness of the message
- Number of unread emails in my inbox
- Amount of free time in my schedule
- Who sends the email (the from address)
- Other (please specify)

Rank the types of broadcast emails you typically read. (Click and drag the topics with 1 as the most likely to read and 8 least likely.)

Training opportunities

Upcoming meetings or events

Job announcements

Return to work or Future of Work update

NLM building renovation update

Personnel changes or updates

IDEA/ REEP information or updates

Other (please specify)

Block 6

Please explain why you do not read NLM broadcast emails.



Block 2, 3

Do you believe that the quantity of broadcast emails sent out are:

- Too many (please specify)
- Just right
- Too few (please specify)
- No opinion

For the next series of questions, click the response that feels most applicable.

Relevant (relates to your day-to-day work activities)

I find broadcast emails to be:

- Very relevant
- Somewhat relevant
- Not very relevant
- Not at all relevant

Please explain why below:

Informative (containing information that is useful to help improve my understanding of work and/or other issues)

I find broadcast emails to be:

- Very informative
- Somewhat informative
- Not very informative
- Not at all informative

Please explain why below:

Time sensitive (information is crucial for me to know the day it is sent and should not wait)

I find broadcast emails to be:

- Very time sensitive
- Somewhat time sensitive
- Not very time sensitive
- Not at all time sensitive

Please explain why below:

Block 4

Do you prefer receiving individual, standalone emails about NLM updates, announcements, and events or would you prefer fewer, consolidated emails?

- I prefer individual emails
- I prefer consolidated emails
- I prefer a mixture
- Not sure
- No opinion

What other ways do you stay informed about NLM updates?

- NLM Insider
- NLM Wiki
- NLM Town Halls
- Emails from or meetings with my division or supervisor
- Other

Please share any other feedback you have about NLM broadcast emails.

Demographics

How long have you worked at NLM?

- Less than 1 year
- 1- <2 years
- 2- <5 years
- 5- <10 years
- 10 years or more

Thank you for sharing your feedback about NLM broadcast emails! Your responses have been recorded. We look forward to reviewing your insights to inform any potential updates to this process.

Questions? Please contact the NLM Comms Inbox at nlmcommunications@nlm.nih.gov

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