

Institutional Knowledge Transfer (IKT) Program - Survey

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Welcome to IKT Program Survey!

The MML Institutional Knowledge Transfer (IKT) Program was initiated to give staff access to the essential institutional knowledge — how NIST and MML work — needed to be successful in MML. In order to create a program that meets staff needs, we would like your input.

In the survey, you will be asked to provide your opinion on what institutional knowledge topics are most important, and what methods would be most useful to communicate institutional knowledge topics to staff. In addition, we would like to know how long you have worked at NIST.

The information gathered through this survey will help us prioritize institutional knowledge topics and communications methods to accommodate diverse learning styles in the OU.

This is your opportunity to share your preferences among a variety of institutional topics of interest and communication methods available in our organization for sharing knowledge.

This survey takes approximately 10 minutes.

We appreciate your time and input. Click NEXT to take the survey!

NOTE: A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0693-0033. Without this approval, we could not conduct this. Public reporting for this information collection is estimated to be approximately 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to NIST at: 100 Bureau Dr, Gaithersburg, MD 20899, Attn: MML Institutional Knowledge Transfer Program Manager/Laura Espinal, and laura.espinal@nist.gov.

* Indicates required question

READING MATERIALS ON INSTITUTIONAL TOPICS: Online reading materials kindly prepared by a NIST colleague with expertise or experiential knowledge on the institutional topic.



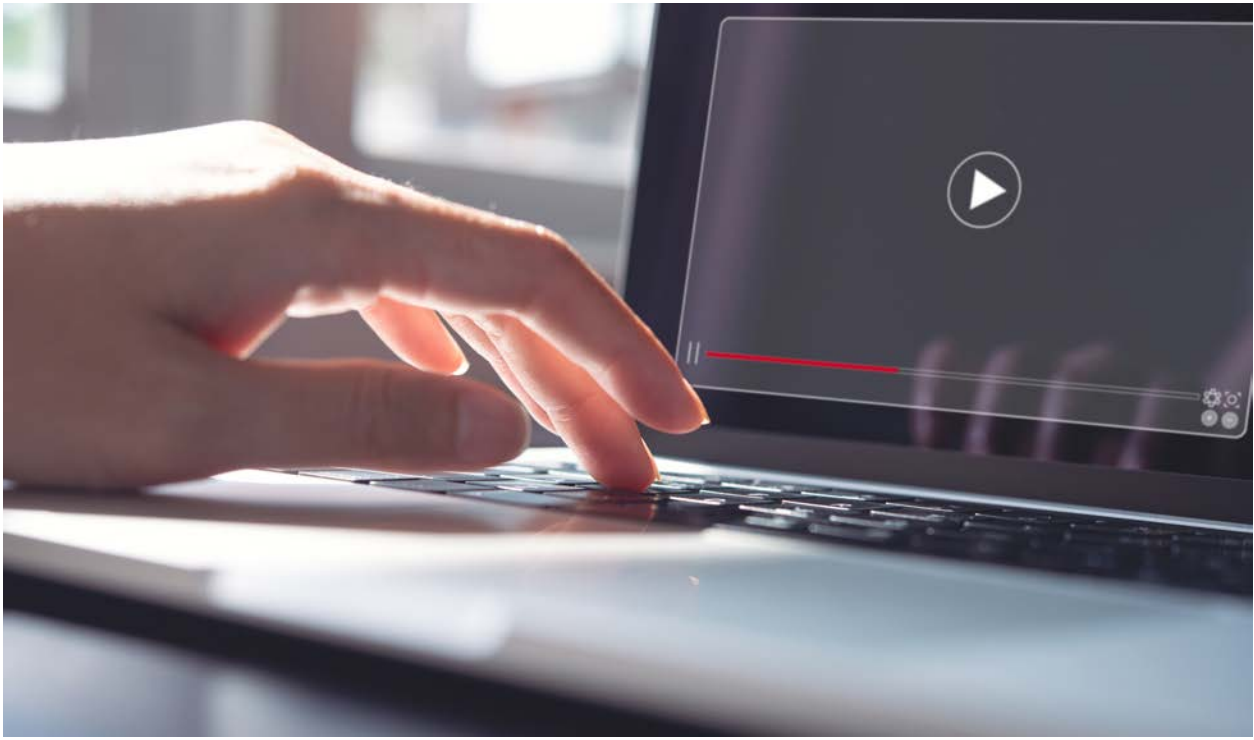
1. If you had access to online reading materials on a wide variety of institutional topics, which topics are you most likely to read about? *

Please pick your **top 5 choices**.

Check all that apply.

- ☐ Understanding roles and responsibilities.
- ☐ EEO, DEIA, Ombuds and workplace conduct.
- ☐ Security and safety on campus and on the web.
- ☐ Ethics rules to perform our jobs with public interest in mind.
- ☐ Public service and expectations of working in the federal government.
- ☐ Scientific integrity and authorship.
- ☐ NIST history and future, NIST/MML mission, alignment, and priorities.
- ☐ Access to NIST staff directory and basic organizational structure.
- ☐ iNET, NIST Connections, online collaboration and communication tools.
- ☐ Locations, getting around campus, work-life programs and services.
- ☐ Voluntary employee organizations and clubs.
- ☐ Social and special interest activities.
- ☐ Understanding goals of each directorate in the context of NIST mission.
- ☐ How funding and budgets work at NIST.
- ☐ Starting or growing a team, including hiring and other options for staffing.
- ☐ Purchasing equipment, supplies, acquiring big ticket items, and contracting services.
- ☐ Arranging business travel, domestic and international, and government travel card.
- ☐ Accessing scientific journals, software, NIST/REN networks, and computer clusters.
- ☐ What successful technical and admin careers look like at NIST and MML.
- ☐ Your NIST webpage, building your professional network, and stakeholder outreach.
- ☐ Options for career growth, recognition and award programs.
- ☐ Education, training, and learning, including detail assignments.
- ☐ Participating in cross-OU committees and working groups.
- ☐ Mentoring and coaching opportunities.
- ☐ Other: _____

RECORDED WEBINARS ON INSTITUTIONAL TOPICS: Recorded webinars given by a NIST colleague with expertise or experiential knowledge on the institutional topic.



2. If you had access to online video recordings on a wide variety of institutional topics, which topics are you most likely to watch? *

Please pick your **top 5 choices**.

Check all that apply.

- ☐ Understanding roles and responsibilities.
- ☐ EEO, DEIA, Ombuds and workplace conduct.
- ☐ Security and safety on campus and on the web.
- ☐ Ethics rules to perform our jobs with public interest in mind.
- ☐ Public service and expectations of working in the federal government.
- ☐ Scientific integrity and authorship.
- ☐ NIST history and future, NIST/MML mission, alignment, and priorities.
- ☐ Access to NIST staff directory and basic organizational structure.
- ☐ iNET, NIST Connections, online collaboration and communication tools.
- ☐ Locations, getting around campus, work-life programs and services.
- ☐ Voluntary employee organizations and clubs.
- ☐ Social and special interest activities.
- ☐ Understanding goals of each directorate in the context of NIST mission.
- ☐ How funding and budgets work at NIST.
- ☐ Starting or growing a team, including hiring and other options for staffing.
- ☐ Purchasing equipment, supplies, acquiring big ticket items, and contracting services.
- ☐ Arranging business travel, domestic and international, and government travel card.
- ☐ Accessing scientific journals, software, NIST/REN networks, and computer clusters.
- ☐ What successful technical and admin careers look like at NIST and MML.
- ☐ Your NIST webpage, building your professional network, and stakeholder outreach.
- ☐ Options for career growth, recognition and award programs.
- ☐ Education, training, and learning, including detail assignments.
- ☐ Participating in cross-OU committees and working groups.
- ☐ Mentoring and coaching opportunities.
- ☐ Other: _____

LIVE WEBINARS ON INSTITUTIONAL TOPICS: Live webinars given by a NIST colleague with expertise or experiential knowledge on the institutional topic.



3. If you had access to live webinars on a wide variety of institutional topics, which webinars are you most likely to attend? *

Please pick your **top 5 choices**.

Check all that apply.

- ☐ Understanding roles and responsibilities.
- ☐ EEO, DEIA, Ombuds and workplace conduct.
- ☐ Security and safety on campus and on the web.
- ☐ Ethics rules to perform our jobs with public interest in mind.
- ☐ Public service and expectations of working in the federal government.
- ☐ Scientific integrity and authorship.
- ☐ NIST history and future, NIST/MML mission, alignment, and priorities.
- ☐ Access to NIST staff directory and basic organizational structure.
- ☐ iNET, NIST Connections, online collaboration and communication tools.
- ☐ Locations, getting around campus, work-life programs and services.
- ☐ Voluntary employee organizations and clubs.
- ☐ Social and special interest activities.
- ☐ Understanding goals of each directorate in the context of NIST mission.
- ☐ How funding and budgets work at NIST.
- ☐ Starting or growing a team, including hiring and other options for staffing.
- ☐ Purchasing equipment, supplies, acquiring big ticket items, and contracting services.
- ☐ Arranging business travel, domestic and international, and government travel card.
- ☐ Accessing scientific journals, software, NIST/REN networks, and computer clusters.
- ☐ What successful technical and admin careers look like at NIST and MML.
- ☐ Your NIST webpage, building your professional network, and stakeholder outreach.
- ☐ Options for career growth, recognition and award programs.
- ☐ Education, training, and learning, including detail assignments.
- ☐ Participating in cross-OU committees and working groups.
- ☐ Mentoring and coaching opportunities.
- ☐ Other: _____

KNOWLEDGE SHARING IN SMALL GROUPS: A set of discussions arranged for small groups of MML staff interested in sharing and gaining knowledge around an institutional topic.



4. If you had access to small group discussions (where MML staff can come with their own questions loosely centered around a topic), what topics would you like to see? *

Please pick your **top 5 choices**.

Check all that apply.

- ☐ Understanding roles and responsibilities.
- ☐ EEO, DEIA, Ombuds and workplace conduct.
- ☐ Security and safety on campus and on the web.
- ☐ Ethics rules to perform our jobs with public interest in mind.
- ☐ Public service and expectations of working in the federal government.
- ☐ Scientific integrity and authorship.
- ☐ NIST history and future, NIST/MML mission, alignment, and priorities.
- ☐ Access to NIST staff directory and basic organizational structure.
- ☐ iNET, NIST Connections, online collaboration and communication tools.
- ☐ Locations, getting around campus, work-life programs and services.
- ☐ Voluntary employee organizations and clubs.
- ☐ Social and special interest activities.
- ☐ Understanding goals of each directorate in the context of NIST mission.
- ☐ How funding and budgets work at NIST.
- ☐ Starting or growing a team, including hiring and other options for staffing.
- ☐ Purchasing equipment, supplies, acquiring big ticket items, and contracting services.
- ☐ Arranging business travel, domestic and international, and government travel card.
- ☐ Accessing scientific journals, software, NIST/REN networks, and computer clusters.
- ☐ What successful technical and admin careers look like at NIST and MML.
- ☐ Your NIST webpage, building your professional network, and stakeholder outreach.
- ☐ Options for career growth, recognition and award programs.
- ☐ Education, training, and learning, including detail assignments.
- ☐ Participating in cross-OU committees and working groups.
- ☐ Mentoring and coaching opportunities.
- ☐ Other: _____

1-ON-1 MENTORING: A set of regular meetings, usually monthly, with a NIST mentor who has expertise or experiential knowledge on the institutional topic.



5. If you had access to 1-on-1 mentoring (where a mentor answers questions you may have loosely centered around a topic), what topics would you like to see? *

Please pick your **top 5 choices**.

Check all that apply.

- ☐ Understanding roles and responsibilities.
- ☐ EEO, DEIA, Ombuds and workplace conduct.
- ☐ Security and safety on campus and on the web.
- ☐ Ethics rules to perform our jobs with public interest in mind.
- ☐ Public service and expectations of working in the federal government.
- ☐ Scientific integrity and authorship.
- ☐ NIST history and future, NIST/MML mission, alignment, and priorities.
- ☐ Access to NIST staff directory and basic organizational structure.
- ☐ iNET, NIST Connections, online collaboration and communication tools.
- ☐ Locations, getting around campus, work-life programs and services.
- ☐ Voluntary employee organizations and clubs.
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- ☐ How funding and budgets work at NIST.
- ☐ Starting or growing a team, including hiring and other options for staffing.
- ☐ Purchasing equipment, supplies, acquiring big ticket items, and contracting services.
- ☐ Arranging business travel, domestic and international, and government travel card.
- ☐ Accessing scientific journals, software, NIST/REN networks, and computer clusters.
- ☐ What successful technical and admin careers look like at NIST and MML.
- ☐ Your NIST webpage, building your professional network, and stakeholder outreach.
- ☐ Options for career growth, recognition and award programs.
- ☐ Education, training, and learning, including detail assignments.
- ☐ Participating in cross-OU committees and working groups.
- ☐ Mentoring and coaching opportunities.
- ☐ Other: _____

RANKING COMMUNICATION METHODS

6. Having seen the various possible communication methods for sharing knowledge on institutional topics, could you please rank them in order of importance to you? With 1 being the most important and 5 being the least important. *

Check all that apply.

	1 (most important)	2	3	4	5 (least important)
Reading Materials	☐	☐	☐	☐	☐
Recorded Webinars	☐	☐	☐	☐	☐
Live Webinars	☐	☐	☐	☐	☐
Knowledge Sharing in Small Groups	☐	☐	☐	☐	☐
1-on-1 Mentoring	☐	☐	☐	☐	☐

YEARS WORKING AT NIST

7. How long have you worked at NIST? *

Check all that apply.

- ☐ Less than 5 years
☐ Between 5 and 10 years
☐ Between 11 and 20 years
☐ More than 20 years

ADDITIONAL COMMENTS

8. Please feel free to provide comments:

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