

## Homeworking staff survey

### 10 questions

At the beginning of your survey, include an explanation of how you plan to use results (for example: to create an adapted home working and office working plan for the future). This will help generate responses that are more accurate.

Draft question can be cut and paste into survey monkey. Modify to suit your individual requirements.

- 1 Do you have a dedicated office space at home?
  - YES
  - NO
  
- 2 Where do you work?  
(tick the location that you use the most)
  - at the dining table
  - in my home office
  - on the couch
  - on the bed
  - other : please specify
  
- 3 Please rate your home working equipment  
(0 - I don't have one, 1 - does not achieve needs, 2 - functional, 3 - works well)
  - Internet connection
  - Chair
  - Quiet work environment
  - Computer screen (in addition to laptop screen)
  - External keyboard (in addition to laptop keyboard)
  - Mouse (in addition to laptop touch pad)
  
- 4 What impact does working at home have on your productivity?
  - I am a lot more productive
  - I am more productive
  - No change
  - I am less productive
  - I am a lot less productive
  
- 5 What are the main distractions/problems you have experienced while home working during COVID?
  - children also at home
  - lack of a comfortable workspace
  - lack of contact with my colleagues
  - other : please specify

- 6 What are the benefits of homeworking?
  - no travel time, travel costs etc
  - better work life balance
  - greater flexibility to work when it suits me (early, late, before children get up etc)
  - other : please specify.
  
- 7 Please indicate which of the statement below you agree with based upon your experience of online meetings (tick as many as you wish)
  - Online meetings are useful for non-complex, well understood issues
  - Online meetings work fine in small groups
  - Online meetings can entirely replace face to face meetings
  - Face-to-face meetings are required for sensitive or complex issues
  - Informal meetings and accidental interactions are not really possible 'online'
  - Online meetings don't provide all participants with an equal chance to speak
  
- 8 What is your ideal future mix of online and face-to-face collaboration in the future? Please describe.
  
- 9 Do any of your work tasks require you to be physically present in the office? If yes, please list and explain why.
  
- 10 What is your ideal mix of homeworking and office based work? I prefer to:
  - work solely at the office
  - work 1-2 days a week from home
  - work 3-4 days a week from home
  - work solely at home
  - Other (please specify)

At the end of your survey, thank staff for their input and inform them if you will be sharing the survey results, with them. Don't forget to include some words of support about the current situation.