Jersey Business
Remote Working Toolkit – Example Staff Survey

This example survey has been created to support organisations as they seek to understand how their staff feel about remote working, and the possible long-term impacts.

1. **How often, if at all, are you currently working remotely?**

   o Never
   o Once a month
   o A few times per month
   o 1-2 days per week
   o 3-4 days per week
   o Everyday

2. **If we were to introduce remote working, following your experience of remote working during the COVID-19 lockdown, how much would you agree or disagree with the following statements?**

	Agree	Somewhat agree	Neutral	Somewhat disagree	Disagree
It's easy to collaborate or brainstorm with my colleagues.					
It's easy to collaborate or brainstorm with individuals at other organisations.					
It takes the same amount of time to get work-related questions answered as it does when working from the office.					
The work expectations and goals for my job are clear.					
I have access to the resources I need to do my job effectively.					

3. **If we were to introduce remote working, following your experience of remote working during the COVID-19 lockdown, would any of the following negatively impact you?**
   Select all that apply.

   o Internet connectivity issues (reliability, slow speeds)
   o Difficulty accessing network drives/files
   o Difficulty connecting to a VPN
   o Lack of access to important software or databases
   o Lack of access to equipment such as dual monitors, printers, external keyboards, scientific equipment, etc.
   o My home workspace is not the same quality as that at work
   o Other, please specify ....
   o None of these have negatively impacted me

4. **Will you likely experience any of the following personal challenges if you work remotely?**
   Select all that apply.

   o Lower morale
   o Feeling lonely
   o Frequent distractions from kids, pets, or other people at home
   o Miss having the daily commute time as your opportunity to exercise or relax
   o Feel anxious about your job and / or the health of the company
   o Struggle to unplug from work
   o Find it difficult to stay motivated
   o Be less productive
   o Other, please specify ....
   o I don't anticipate experiencing any of the above

5. **Will you likely experience any of the following positive benefits if you work remotely?**
   Select all that apply.

   o Spend more time with friends
   o Sleep more
   o Feel more productive
   o Have more time to work on household projects / chores
   o Find it easier to concentrate on work tasks
   o Save money by not commuting to work
   o Have decreased stress levels as a result of not having a daily commute
   o Exercise more
   o Eat more healthily
   o Other, please specify ....
   o I don't anticipate experiencing any of the above

6. **Do you have access to the necessary tools or resources when working from home?**

   o Yes
   o No
   o Some but not all

7. **Please specify any tools or resources you would like to have access to that you don't currently, to improve your working from home set up.**
   For example: ergonomic chair, computer equipment, specific software programs.
   ....

8. **Would any of the following make it easier for you to work remotely?**
   Select all that apply.

   o Better ways to collaborate with your colleagues
   o Tips on how to improve your home office workspace

- o Training on company software / communication tools
- o Guidance on how to balance home and work life
- o Tips or training on managing staff remotely
- o Other, please specify ……………………………………………………………………………………………………
- o None of these would be helpful

9. Prior to the COVID-19 lockdown, how often did you work remotely?

- o Never
- o Never, but I wanted to
- o Once a month
- o A few times per month
- o 1-2 days per week
- o 3-4 days per week
- o Everyday

10. How often, if at all, would you like to work remotely, if given the option?

- o Never
- o Once a month
- o A few times per month
- o 1-2 days per week
- o 3-4 days per week
- o Everyday

11. Is there anything else you would like to share with us?
This can include challenges or positive experiences you had while working remotely during the COVID-10 lockdown, or tools and tips you would like to recommend to your colleagues.

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Adapted from "Remote and Flexible Work Toolkit for Employers, City of Vancouver"

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