

# All Staff Survey

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Employee Survey

NCI leadership recognizes that returning to the physical workplace following the COVID-19 pandemic is a complex and multifaceted process. The Office of Management created this all staff assessment to gather information and better understand what workplace flexibilities staff will need or want moving forward. We value your input and encourage you to take this brief voluntary assessment, **all responses will be anonymous and data from this assessment will be reported for NCI as a whole.** Please understand that completing this assessment, while an important first step in this evolving process, does not constitute supervisory approval of your identified work preferences.

Staff input along with feedback from supervisors and NCI facilities management experts will help leadership identify realistic options, identify concerns, and disconnects, and guide decision-making. We look forward to keeping you engaged in this dynamic process, and we will share results of this assessment and reach out for additional information as needed.

Questions about the assessment can be submitted to the [Office of Management Policy and Compliance](#). We also encourage you to have conversations with your supervisor as this questionnaire may not uncover all the nuances.

Thank you for your input.

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**Terms used in this assessment:**

**Telework:** Working at an alternate work site on an on-going recurring schedule or without a recurring schedule, i.e., on a flexible basis, a **maximum of four days per week**. In order to remain familiar with remote technologies and communication tools, NCI recommends scheduling telework a minimum of one day per month.

**Ad Hoc Telework:** Working at an alternate work site on a non-routine, nonregular basis. Ad Hoc Telework is for staff who are experiencing a unique episodic need or who have a special assignment which is appropriate for telework.

**Hybrid Work Setting:** A work environment that has a mixture of staff who work onsite and telework throughout the work week.

**Shared Office:** Office/workspace equipped with ONE desk that is assigned to two people and is occupied based on a mutually agreed upon schedule.

**Shared Workspace:** Office or workspace with multiple desks that is often occupied by two or more people at the same time.

**Hoteling Space:** An unassigned desk (either in an individual office or room with 3-4 workstations or pods) that can be reserved in advance.

**Touchdown Space:** A workstation or open desk/cube (first come, first served). Space is intended for limited duration use and equipment (docking station/monitor) will not be provided.

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1. Employment Type: \*

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by two or more people at the same time.

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1. Employment Type: \*

- ☐ Federal
- ☐ Fellow/CRTA/Trainee
- ☐ Contractor
- ☐ Other - Please Specify (Required)

2. Which Division, Office, or Center (DOC) do you work in? \*

- ☐ CCR
- ☐ DCB
- ☐ DCCPS
- ☐ DCEG
- ☐ DCP
- ☐ DCTD
- ☐ DEA
- ☐ OD
- ☐ OM
- ☐ Other - Please Specify (Required)

3. When working in the office, what is your primary work location? \*

- ☐ Bethesda Campus
- ☐ Shady Grove
- ☐ Consolidated Research Laboratories (CRL)
- ☐ Frederick off campus admin or lab facilities
- ☐ Frederick Campus
- ☐ Rockwall
- ☐ Other - Please Specify (Required)

4. What best describes your primary role/duties in NCI? \*

- ☐ Intramural Scientific Research
- ☐ Intramural Clinical Research or Clinical Care
- ☐ Extramural Research
- ☐ Administrative Management (includes Intramural/Extramural Scientific Support)
- ☐ Facilities or Infrastructure Support
- ☐ Other - Please Specify (Required)

5. What categories of research can be successfully completed without the use of



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Facilities or infrastructure support

Other - Please Specify (Required)

5. What percentage of your work can be successfully completed while working from home? \*

0-20%

21-40%

41-60%

61-80%

81+%

6. Telework provides opportunities to think creatively about how office space is assigned across the IC. Assuming an increase in workplace flexibilities, the following space-saving measures may be utilized by NCI in the future as we consider long term planning. Please rank these choices (first choice through fourth choice). \*

1234

Shared Office: Office/workspace equipped with ONE desk that is assigned to two people and is occupied based on a mutually agreed upon schedule.

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7. When we return to the physical workspace, would you like to continue to be/become a regular (at least one day per week) teleworker? \*

Yes

No

8. Compared to your work arrangement prior to the pandemic, how successful do you believe your role is being performed via telework? \*

Very unsuccessfully

Unsuccessfully

About the same

Successfully

Very successfully

No basis to judge (onboarded since the beginning of the pandemic, have been onsite full time since the start of the pandemic, etc.)

9. What would you need to be successful in a hybrid work setting (i.e., where some staff are working onsite, and others are not)?

10. What resources or policies could NCI provide to help create greater efficiencies

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office or room with 3-4 workstations or pods) that can be reserved in-advance

☐☐☐☐

Touchdown Space: A workstation or open desk/cube (first come, first served). Space is intended for limited duration use and equipment (docking station/monitor) will not be provided.

☐☐☐☐

7. When we return to the physical workspace, would you like to continue to be/become a regular (at least one day per week) teleworker? \*

☐ Yes

☐ No

8. Compared to your work arrangement prior to the pandemic, how successful do you believe your role is being performed via telework? \*

☐ Very unsuccessfully

☐ Unsuccessfully

☐ About the same

☐ Successfully

☐ Very successfully

☐ No basis to judge (onboarded since the beginning of the pandemic, have been onsite full time since the start of the pandemic, etc.)

9. What would you need to be successful in a hybrid work setting (i.e., where some staff are working onsite, and others are not)?

10. What resources or policies could NCI provide to help create greater efficiencies for telework if greater flexibility is allowed?

11. Do you have any other concerns or comments you would like to share?

12. Are you a supervisor? \*

☐ Yes

☐ No

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# Additional Supervisor Only Questions

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NIH NATIONAL CANCER INSTITUTE myNCI

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Employee Survey

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Supervisory Assessment

We would like to gain specific input from the NCI supervisors and managers about how teams might function in the future. By team, we mean the full complement of staff (Feds, contractors, fellows) who contribute to the day-to-day operations of your work unit. If you have project-based staff who are not contracted to work onsite, please do not include them in your responses.

Responses should not be based on any individual team members. That will happen further down the road when we have a better idea of our policies and procedures.

Questions about the assessment can be submitted to the Office of Management Policy and Compliance.

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13. Prior to the pandemic, did you manage staff who teleworked regularly? \*

☐ Yes

☐ No

14. Are there positions in your work unit that could regularly telework when we return to the physical workspace?

☐ Yes

☐ No

15. Telework provides opportunities to think creatively about how office/lab space is

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14. Are there positions in your work unit that could regularly telework when we return to the physical workspace?

Yes

No

15. Telework provides opportunities to think creatively about how office/lab space is assigned across the institute. Assuming NCI employs a hybrid work setting, the following space-saving measures may be utilized by NCI in the future as we consider long term planning. From a supervisory perspective, please rank these choices (first choice through fourth choice). \*

1234

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16. Are there specific positions in your work unit that would require maintaining private offices, regardless of telework schedule? \*

Yes

No

17. Compared to your work arrangement prior to the COVID pandemic, how successful do you believe your team or work unit has been at accomplishing tasks via telework during the COVID-19 pandemic? \*

Very unsuccessfully

Unsuccessfully

About the same

Successfully

Very successfully

No basis to judge (onboarded since the beginning of the pandemic, have been onsite full time since the start of the pandemic, etc.)

18. What concerns do have about your team or the NCI workforce returning to the physical workspace?

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