BIAS INTERRUPTERS *small steps big change*

Sample Survey Questions

We recommend surveying your employees anonymously before finalizing your new policies. Keeping your survey anonymous will allow employees to respond more honestly and will give you better information about how to tweak your plan.

If creating your own survey isn't right for your organization, consider using a pre-made option. For example, Qualtrics has a suite of [return-to-work tools](#) that may be useful.

If you want to keep things as simple as possible, just upload these questions into your survey software. Make sure to customize the answer choices for your organization.

[Name of your organization] is collecting employee feedback as we prepare to return to work in a new pattern. Please take a couple minutes to fill out this anonymous survey about your preferences and concerns. If you have any questions or would like to give more feedback, you can contact [contact person at your organization].

1. What type(s) of schedule will allow you to be most productive moving forward?

   o In-person full-time
   o 1-2 days in person each week
   o 3-5 days in person each week
   o Remote full-time
   o Other (please explain)

2. In preparation for our return to in-person work, we have updated our workplace safety policy. [share your policy] Does this policy address your safety concerns?

   o Yes
   o Not sure
   o No (please explain what we can add that will address your safety concerns)

3. What are your primary concerns about returning to in-person work? (Check all that apply)

   o Collaborating with a hybrid team
   o Child/elder/other care
   o Personal preference
   o Productivity
   o Commuting
   o Scheduling difficulties
   o Workplace safety
   o Other (please explain)

4. What are your primary concerns about continuing remote work or a hybrid schedule? (Check all that apply)

    o   Access to work opportunities
    o   Being left out of meetings
    o   Collaborating with a hybrid team
    o   Ergonomic workspace
    o   Personal preference
    o   Productivity
    o   Scheduling difficulties
    o   Technology tools
    o   Other (please explain)

5. Is there anything our organization can do to make the transition back to in-person work easier for you? [make sure to fill in the answer options with a list of possibilities your organization is prepared to provide].

    o   Hand sanitizing stations
    o   Limited travel
    o   Mask requirements
    o   Plexiglass barriers
    o   Private office space
    o   Staggered schedules
    o   Other (please explain)