

English ▼

Cover page - Page de couverture

In order to identify future workplace requirements for your organization, we need to hear directly from you! The purpose of the following survey is to give you an opportunity to tell us how you work and specify your functional needs and preferences. All information collected is anonymous and confidential.

Workstyle & Personas - Style de travail & personas

How much interaction with colleagues or clients is typically required for your role?

- ☐ I spend most of my time interacting with colleagues and/or clients
- ☐ On average, my time is equally divided between interaction with others and individual tasks
- ☐ The majority of my time is spent performing individual tasks

Thinking about the work that you do, which of the following tasks do you perform in an average week? (select all that apply)

- ☐ Concentrating (writing, analysis, reading, research, etc.)
- ☐ Customer Service (face-to-face interaction with the public, or clients outside my organization)
- ☐ Routine tasks (email, filing, scanning/copying, administrative tasks)
- ☐ Collaborating (two or more people working together or sharing information)
- ☐ Calling or communicating (having a telephone conversation or video conference)
- ☐ Fieldwork (inspection, investigations & other activities outside of the workplace)
- ☐

Formal meetings (presenting, formal training)

☐ Recharging (taking a break, socializing and recharging during the workday)

☐ Training and/or Mentorship

Indicate how much of a typical week is spent performing the following activities?

	Less than 8 hours per week	Equal to 2 days (approx. 16 hours)	Equal to 3 days (approx. 24 hours)	Equal to 4 days (approx. 32 hours)	Equal to 5 days (approx. 40 hours)
» Concentrating (writing, analysis, reading, research, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
» Customer Service (face-to-face interaction with the public, or clients outside my organization)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
» Routine tasks (email, filing, scanning/copying, administrative tasks)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
» Collaborating (two or more people working together or sharing information)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
» Calling or communicating (having a telephone conversation or video conference)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
» Fieldwork (inspection, investigations & other activities outside of the workplace)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Less than 8 hours per week	Equal to 2 days (approx. 16 hours)	Equal to 3 days (approx. 24 hours)	Equal to 4 days (approx. 32 hours)	Equal to 5 days (approx. 40 hours)
» Formal meetings (presenting, formal training)					
» Recharging (taking a break, socializing and recharging during the workday)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
» Training and/or Mentorship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In an average week, how often do you spend...

	Less than 8 hours per week	Equal to 2 days (approx. 16 hours)	Equal to 3 days (approx. 24 hours)	Equal to 4 days (approx. 32 hours)	Equal to 5 days (approx. 40 hours)
At your own desk/in your office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At a colleague's desk or office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In a special purpose space (file room, training room, lab, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In a meeting/conference room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In a common area (kitchen, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Workpoints & Amenities - Points de travail & équipements

When concentrating on individual work, what characteristics are important to your productivity?

	Extremely important	Very important	Moderately important	Slightly important	Not at all important
A quiet work setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A work setting free of visual distractions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Privacy to work with material that is considered confidential or secure by policy or law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Privacy to work with information that requires discretion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When communicating or collaborating, what characteristics are important to your productivity?

	Extremely important	Very important	Moderately important	Slightly important	Not at all important
Acoustic privacy for phone calls or teleconferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A work setting equipped with videoconference tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A work setting that supports working with another colleague	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to formal meeting space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A work setting that can be adjusted to suit your needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Extremely important	Very important	Moderately important	Slightly important	Not at all important
Access to writable surfaces (whiteboards, writable walls, etc.)					
Access to a large monitor to share information with colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What elements of your current workplace would you like to see improved?
(select all that apply)

- ☐ Quiet spaces for focused work
- ☐ Kitchens and lunchrooms
- ☐ Ergonomic furniture
- ☐ Storage for files, supplies, equipment
- ☐ Meeting rooms
- ☐ Meeting room technology
- ☐ Spaces to recharge or take a break
- ☐ Layout space for large format materials
- ☐ Informal meeting and collaborative spaces

Please indicate why these elements are not currently meeting your needs
(select all that apply)

	Insufficient quantity	Not functional	None available	Underutilized
» Quiet spaces for focused work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
» Kitchens and lunchrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
» Ergonomic furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Insufficient quantity	Not functional	None available	Underutilized
» Storage for files, supplies, equipment				
» Meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
» Meeting room technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
» Spaces to recharge or take a break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
» Layout space for large format materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
» Informal meeting and collaborative spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a specific need for spaces or design elements that contribute to stress reduction?

Yes

☐

No

☐

Do you have a specific need for spaces or design elements that support recovery from physical exertion?

Yes

☐

No

☐

When you are focused on an individual task, your ideal work setting is...

- ☐ Absolutely quiet, like a library
- ☐ Some ambient sounds and conversations
- ☐ Dynamic and buzzing, like a coffee shop
- ☐ Some of each, depending on the day or task

Technology - Technologie

From the following list of technology, select those that best match what you currently have:

- ☐ Desktop computer
- ☐ Laptop or tablet computer
- ☐ Two or more monitors
- ☐ Secure terminal
- ☐ Landline or voice over IP (VoIP) phone
- ☐ Mobile telephone
- ☐ Specialized phone line (secured direct line or other special function)

Do you require any specialized equipment (other than standard computer equipment or office furnishings) to do your work?

- ☐ No specific requirements
- ☐ Yes, I have specialized needs (please specify):

Demographics - Démographie

Please select your branch, directorate and current work location from the drop-down menu below:

Branch	<input type="text"/>
Directorate	<input type="text"/>
Location	<input type="text"/>

Which of the following best describes your job position?

- ☐ Executive
- ☐ Manager
- ☐ Employee
- ☐ Student
- ☐ Consultant

How often do you work remotely, from any location other than your primary workplace (including but not limited to working from home, in the field, or from a co-working space or alternate workplace location)?

- ☐ Never
- ☐ 1-2 days per week
- ☐ 3 or more days per week
- ☐ Once in a while but not regularly

Given the proper tools and authorization, how often would you like to work remotely?

- ☐ Never
- ☐ 1-2 days per week
- ☐ 3 or more days per week
- ☐ Once in a while but not regularly

What do you like best about your current workplace:



What would you change about your current workplace:



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