



Manager's Baseline Survey

How long have you worked for your current employer?

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 3 to 5 years
- 6 to 10 years
- More than 10 years

How long have you worked in your present position?

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 3 to 5 years
- 6 to 10 years
- More than 10 years

What is your job title?

Do you manage a specific department, division, or work unit?

- Yes
- No

If you answered "Yes", please enter the name of the department, division, or work unit:

How many employees (both full-time and part-time) do you manage?

How many employees do you manage that telework ... whether they are part of the project or not?

How many do you manage that are participating in the pilot project?

Did you select the employees to participate in the pilot project or were they selected by someone else?

- I selected them
- They volunteered and I approved
- Someone else selected them
- Other (please explain)

How did you decide who to select for the pilot project? Did you pick employees with specific characteristics? Please describe any criteria or selection process you used:

Have you placed any restrictions on the kind of work employees can do from home?

- Yes
- No

If you answered "Yes", please describe the restrictions:

Do you use a "Telework Agreement" with your teleworkers?

- Yes - we have a written agreement signed by the employee
- Yes - a written agreement/guideline, but it's not signed
- We have a verbal agreement
- No agreement yet, but plan to create one
- No agreement, not sure we need one
- Other (please explain)

What is your general opinion about telework at this point in time?

- Generally Negative - suspect telework is a bad idea
- Somewhat Negative - skeptical about telework
- Neutral - no opinion at this time
- Somewhat Positive - think telework is worth a try
- Generally Positive - think telework is a good idea

What would you say is the main reason for your current opinion about telework?

There have been many potential "benefits" claimed for telework. Of course not every organization can necessarily realize every benefit. We would like to hear your opinion. Please rate each of these benefit statements on the 1-5 scale ... the higher the number, the more you agree that telework could provide this benefit for your organization.

	Disagree Strongly	Disagree Somewhat	Neutral	Agree Somewhat	Agree Strongly
	1	2	3	4	5
Telework helps employees concentrate on difficult tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework increases worker productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework can reduce employee absenteeism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework allows employees to better manage their time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework reduces employee turnover	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Having teleworkers helps us to be prepared for emergencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework helps our organization recruit better talent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework can save money for our organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework creates a more "tech-savvy" workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework helps our organization meet carbon reduction goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telework increases employee morale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

As a manager, you may have some concerns about telework. Please indicate your level of concern by rating each of these statements on the 1-3 scale ... the higher the number, the greater your concern.

	Not Concerned 1	Somewhat Concerned 2	Very Concerned 3
The difficulty of managing people I can't see	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees that don't telework may resent those that do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People won't be as productive when working from home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork will suffer when everyone isn't together all the time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Having people work from home can be a security risk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I may have to learn new technologies in order to communicate with teleworkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Having teleworkers may increase my workload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refusing telework to some could be bad for office morale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The difficulty of interacting and communicating with teleworkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It could be more difficult to evaluate teleworkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I may have to learn a new style of management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use this space to describe any other concerns you have about telework or to elaborate on those above:

Have you looked at the Telework Toolkit found online at www.teleworktoolkit.com?

- Yes
- No, but plan to
- No, no plans to
- No, didn't know about it

Have you looked at the section of the toolkit called "A Manual for Telework Managers"?

- Yes
- No, but plan to
- No, no plans to
- No, didn't know about it

What do you personally hope to learn from participating in the Telework Pilot Project?

Have you ever teleworked yourself?

- Yes
- No

Are you currently teleworking?

- Yes, as part of the pilot project
- Yes, but not as part of the pilot project
- No

How frequently do you use each of these technologies ... either at work or at home?

	Never Tried	Used at Least Once	Use Occasionally	Use Frequently
	1	2	3	4
Use instant messaging or online chat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post messages to online bulletin boards, forums, or user groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a web cam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in a web conference or online meeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post to a social networking site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contribute to a wiki or similar shared web page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in telephone conference calls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check your email on a mobile device	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

These final questions are used to help organize responses into groups for analysis.

Are you ...

- Male
- Female

Please check your age group

- Under 25
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 - 74
- 75+

What's the highest level of education you've completed?

- High School or GED
- Some College
- Associates Degree
- Tech Degree or Certificate
- Bachelor's Degree
- Graduate or Professional Degree
- Other

What is your home zip code?



Thank you.
Your response has been received.

[Click here to visit the Telework Toolkit](#)