

About You

1. What is your role within the organization? How many years have you been with the organization?
2. How large is your organization? Are there departmental divisions? If so, how many people are in your department, including yourself?
3. How many people (other employees or clients/customers) do you work with on average each day?
4. What does an average day look like for you (i.e. daily tasks, areas of the company you frequently visit (i.e. copy room, break room, manager's office, etc.), and people you interact with)?
5. What percentage of your day do you spend working alone and what percentage do you work with other employees (i.e. 60% alone, 20% with other employees, 20% with interns)?
6. Do you see yourself more as an introvert (quieter space, by yourself to focus and complete your work), as an extrovert (enjoy having more people around and do not mind extra noise while you work), or a mix of both environments?

About your Work Environment

1. Is your current working space situated in an open environment (multiple desks/work stations within one area with no walls for separation) or within an enclosed space (1-2 desks/work stations within an area with walls and door for separation from other work spaces)?
2. Does this work environment allow you to complete your tasks in an efficient manner? (i.e. noise levels, amount of space to use for tasks, close proximity to others for collaboration/help, etc.)



3. Does your role require you to work closely with others, to collaborate on projects or to manage/guide other employees? If so, are there spaces for you to effectively complete these tasks?

4. Does your role require you to have a level of privacy, for either employees or clients/ customers? If so, do you feel your current space provides the necessary level of privacy required?
5. Does your current working space provide you with flexibility and comfort (i.e. sit to stand desk, option for larger/adjustable computer screens, adjustable chair, etc.)?

About Improvements

1. What three (3) features/areas of your company/department do you like or find efficient for your current role (i.e. close proximity to other employees, different desk/space options for working, accessible for all employees, etc.)?
2. If you could improve up to three (3) existing areas that are currently within your company/ department, what would they be (i.e. replace current desks with sit-to-stand desks, create more collaboration spaces, improve privacy/noise levels, etc.)?
3. If you could add one (1) new improvement to the company/department, what would it be (i.e. more private work spaces, a mother's room, a small gym, etc.)?

