

Welcome to the University of Southern Denmark's Workplace Assessment and Well-Being Survey 2018

The first half of the questionnaire concerns your psychological working environment and your well-being. Your answers here will remain anonymous. The second half of the questionnaire concerns the physical working environment. Your answers here will not remain anonymous.

How to navigate through the questionnaire

- You can navigate by clicking "Previous" and "Next" at the bottom of the screen (not the arrow keys in your browser).
- You can temporarily exit the questionnaire and complete it at a later time. Your answers will be saved each time you press "Next". To resume the questionnaire, click on the link in the e-mail you received.
- To complete the questionnaire, click "Finish" on the last page. You will then receive a confirmation e-mail from Rambøll with a link to your answers.

Thank you for taking the time to complete the questionnaire.

Workplace Assessment of the psychological working environment and employee well-being

Please assess your workplace by answering the following questions that are relevant to your specific workplace:

- Job satisfaction
- Work tasks
- Cooperation
- Direct line management
- Relationship with direct line management
- Well-being
- Offensive behaviour

Your answers to questions regarding your psychological working environment and well-being will remain anonymous. The responses will go to Rambøll, which will store the data for the University of Southern Denmark and will compile reports based on the answers received. Employees at SDU will therefore not see individual answers.

Job satisfaction

1. Taking all things into consideration, are you satisfied with your work?

Yes No Don't know/Not relevant

	To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
2. Do you feel motivated and engaged in your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you feel that there are available to you opportunities for development that reflect your abilities and wishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you feel that there is a sensible balance between your work and your private life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work tasks

5. Taking all things into consideration, do you think your work is meaningful?

Yes No Don't know/Not relevant

	To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
6. Is your workload appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do the tasks you carry out match your qualifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. In relation to your work, do you know what is expected of you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you able to influence how you carry out your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example

Cooperation

10. Taking all things into consideration, is cooperation with your colleagues satisfactory?

Yes	No	Don't know/Not relevant		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
11. In cooperative work, do you and your colleagues make use of each other's various competences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you take on your share of responsibility for ensuring things function correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are any disagreements dealt with in an open and honest manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you feel that your workplace is characterised by a shared respectful behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Direct line management

15. Taking all things into consideration, are you satisfied with your **direct line management**?

Yes	No	Don't know/Not relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note in relation to question 15-27: **Direct line management**: In this measurement of your psychological working environment and well-being, you are asked how you experience your direct line management. The measurement focuses on the quality of the management. The survey is not an evaluation of the individual manager.*

	To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
16. Does direct line management assign work tasks fairly and satisfactorily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does direct line management support cooperation across professional groups and units within the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Does direct line management develop the unit so that you are all prepared for future tasks and conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Does direct line management inform you about decisions, changes and future plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Does direct line management get involved in preventing and managing conflicts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Does direct line management make the necessary decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship with **direct line management**

22. Taking all things into consideration, are you satisfied with your relationship with direct line management?	Yes	No	Don't know/Not relevant
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
23. Are you recognised and appreciated by direct line management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Is direct line management present and attentive when you need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Do you get help and support from direct line management when you need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Does direct line management support your professional development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Are your suggestions and views treated respectfully by direct line management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Well-being

28. Taking all things into consideration, do you feel comfortable in your work?

Yes	No	Don't know/Not relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never	Rarely	Occasionally	Often	Don't know/Not relevant
29. Do you feel lonely at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Do you feel you suffer from stress in relation to your work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note in relation to question 30: Stress is defined here as the condition experienced when the pressures on a person and the requirements made of them are greater than the resources the person is able to mobilise.

30a. You have answered that you often feel you suffer from stress in relation to your work. What do you think might be causing this (you may tick more than one option)?

- Excessive workload over an indefinite period of time
- Too low, too high or unclear requirements
- Insufficient influence on your own work
- Insufficient collegial or managerial support and feedback
- Risk of traumatic events at work, e.g. violence or bullying
- High emotional demands at work

- Physical conditions, e.g. noise, poor interior or indoor climate
- Collaboration or role conflicts
- Changes, reorganisation or unpredictability at work
- Other factors and any comments [*please note that your response is submitted anonymously to your working environment group*]

Example

Offensive behaviour

31. Have you experienced bullying in relation to your work within the last 12 months?

[*Bullying occurs when a person is exposed to unpleasant or negative actions in their work repeatedly over a period of time. To be able to characterise something as bullying, the person who experiences it must feel it is hard to defend themselves.*]

Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

31.a Who bullied you?

Managers	Colleagues	Other employees	Students	Other	Don't know/Not relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

32. Have you experienced unwanted sexual attention in relation to your work within the last 12 months?

[*Unwanted sexual attention includes any verbal or non-verbal behaviour of a sexual nature that is perceived as offensive*]

Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

32.a From whom did you experience unwanted sexual attention?

Managers	Colleagues	Other employees	Students	Other	Don't know/Not relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

33. Have you experienced violence or threats of violence in relation to your work within the last 12 months?

[*Violence in the form of physical assault or oral/written threats, threatening behaviour*]

Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

33.a From whom did you experience violence or threats of violence?

Managers	Colleagues	Other employees	Students	Other/anonymous	Don't know/Not relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other comments

If you have any general comments or proposals concerning employee well-being and the psychological working environment in your workplace, please make them here.

Your comments may, of course, be both positive and negative, but please present them as a constructive contribution to the follow-up work.

Please note that the comments are submitted to your working environment group. The comments are submitted unedited and anonymously without connection to the responses you have provided in the questionnaire.

Transition from anonymous to non-anonymous survey

You have now answered all of the questions in the survey. The Workplace Assessment of the physical working environment, which is **not** anonymous, will begin on the next page.

Should you wish to make corrections, click "Previous" in the questionnaire.

To proceed to the non-anonymous survey, click "Next".