



# Southwest Harbour Community Centre

## Workplace Questionnaire

Name \_\_\_\_\_ Date: \_\_\_\_\_

*This questionnaire is being sent to you by the Board to get a sense of the health of our non-profit as a place to work. Being a good workplace is important and personnel management is a key area of board oversight. The information you provide will help inform the process of evaluating the Executive Director.*

*You have been informed that the survey was coming. Your name is on it because we have chosen to solicit feedback from a small sample of staff members. Your comments will be treated in confidence. Survey responses will not be shared with the Executive Director, only summary of them.*

*We have asked just a few questions and ask that you circle the letter next to your response. We have also provided space under each for you to offer comments or additional details about your answer should you wish. Comments are not required but a few would be nice as the questions are very general. Please take some time with the whole survey. There is additional space at the end for other comments and for suggestions for improvements you think would make your workplace a better one.*

*Please return the completed questionnaire in the envelope provided. or electronically to me as indicated in the e-mail version. We would appreciate it by **<date>**.*

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1. I have seen and reviewed our board approved Human Resource policies

a. Yes

b. No

Comment:

2. I have received formal feedback or been evaluated on my performance in the past year

- a. Yes
- b. No
- c. No, but my evaluation has been scheduled.

Comment:

3. As part of my evaluation I am encouraged to set my own performance goals

- a. Yes
- b. No

Comment:

4. The feedback I have received in general has been helpful to me in making improvements in my performance.

- a. Always
- b. Usually
- c. Sometimes
- d. Usually not
- e. Never

Comment, especially if there are ways the feedback you receive could be improved.

5. I am very clear about the expectations of my job

- a. Yes
- b. No

Comment:

6. I receive recognition for the work I do from the Executive Director

- a. Often
- b. Occasionally
- c. Hardly ever

d. Never

Comment and, if hardly ever or never, why do you think this is the case?

7. I receive recognition for the work I do from my co-workers.

a. Often

b. Occasionally

c. Hardly ever

d. Never

Comment and, if hardly ever or never, why do you think this is the case?

8. I feel I have enough decision-making authority to be effective in my work

a. Yes

b. No

Comment

9. My executive director and I have identified some professional development opportunities that might be of value to me and have developed a plan for meeting them.

a. Yes

b. No

Comment

10. My job description has been reviewed with me since assumed my post and, by and large, reflects what I am responsible for

a. Yes

b. No

Comment:

11. I feel safe from harassment in our workplace

- a. Yes
- b. No

Comment if you are comfortable doing so. If you answered "no" a board member will contact you privately and in confidence.

12. To the best of my knowledge my co-workers feels safe from harassment.

- a. Yes
- b. No

Please comment if you are aware of any harassment situations affecting others.

*Would you feel comfortable speaking to a board member about this situation?*

Yes/No

13. I have been treated fairly in terms of time off for illness, medical or other appointments and family situations.

- a. Yes
- b. No

Comment:

14. I have been afforded some flexibility (e.g. hours of work, working from home) in my work arrangements to the extent that the job allows them

- a. Yes
- b. No

Comment:

15. I am aware of how my work fits in and supports the organization's strategic plan

a. Yes

b. No

Comment:

16. I believe that my wages or salary are comparable to those of others in non-profits doing similar work

a. Yes

b. No

c. Not sure

17. I believe the culture, benefits and job flexibility practices in our workplace are as good or better than those in similar organizations

a. Yes

b. No

c. Not sure

Comments:

18. I feel that the organization strives for timely and useful communication with, and between, staff members

a. Yes

b. Not really

Comment, especially if you feel there is room for improvement.

19. I feel I have some input into the policies and procedures that affect my work

a. Yes

b. No

Comment:

20. One question you would have liked us to have asked is:

And your answer to it would be

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Comment: