

# USARC/PACE Staff Survey

The purpose of this survey\* is to learn more about what makes your job work well and what could be better. Your answers will be summarized in a report to the Board of Directors. We hope you will take a few minutes to complete it and mail it to *Allen, Shea & Associates*.

How long have you worked for USARC/PACE?

- 1-6 months     
  7 months-2 years     
  2-5 years     
  5+ years

How would you describe your job?

- Instructor/Teacher     
  Accounting/Clerical     
  Supervisor/Manager     
  Administrative

	Yes	Most of Time	Some of Time	No
1. Do I know what is expected of me at work? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do I have the materials and equipment needed to do my work right? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Some of the Time or No, what would help?				
3. At work, do I have the opportunity to do what I do best every day? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does my supervisor, or someone at work, seem to care about me as a person? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there someone at work who encourages my development? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. At work, do my opinions seem to count? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the mission/purpose of my company make me feel like my work is important? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are my co-workers committed to doing quality work? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No		
9. In the last seven days, have I received recognition or praise for good work? .....	<input type="checkbox"/>	<input type="checkbox"/>		
10. Do I have a best friend at work? .....	<input type="checkbox"/>	<input type="checkbox"/>		
11. In the last six month, have I talked with someone about my progress? .....	<input type="checkbox"/>	<input type="checkbox"/>		
12. At work have I had an opportunity to learn and grow? .....	<input type="checkbox"/>	<input type="checkbox"/>		

\*Reference: Buckingham & Coffman, First, break all the rules (1999)

What do you like most about your job?

If you could change one thing about your job, what would it be?

When you're finished: (1) fold the bottom section up; (2) the top section down; (3) staple or tape closed; and (4) drop it in the mailbox (it has already been stamped). Please mail it within 2 weeks. Thanks!