

This is a questionnaire template created by the Finnish Institute of Occupational Health, with which an organization can find out how their personnel would like to work in the post-COVID-19 future.

- It is important that you modify the template according to your organization's needs.
- The survey can be carried out with various online questionnaire tools (Webropol, SurveyMonkey, Questback, etc.)
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Back to the future: hybrid, remote and in-office work survey

Mandatory fields are marked with an asterisk (*) and they must be filled in to finalize the form.

Welcome to the survey! We are analysing where and how our employees would like to work in the future. For many of us, there have been changes in working practices and locations during the past year. We would like to hear and understand your views on your future work in our organization.

The survey has four themes: premises, community spirit, leadership and management, and occupational safety. The survey will take about 10–15 minutes.

With the aid of the survey and the subsequent joint discussion, we will define the post-COVID-19 ways of working and shared practices that are best suited for us.

- Hybrid work refers to multi-location work carried out regularly both at the workplace and outside the workplace, e.g. at home
- Remote work refers to working entirely or almost entirely outside the workplace
- In-office work refers to working entirely or almost entirely at the workplace

What all of these forms of work have in common is technology that supports work and well-functioning tools that bring our personnel together regardless of different ways of working.

Thank you for your time!

Background information

1. Which unit you primarily belong to? *

- unit A
- unit B
- unit C

2. What is your workplace? *

- workplace A
- workplace B
- workplace C

3. Which is the closest work community that you feel you primarily belong to? *

- My unit
- Workplace's work community
- Working group (e.g. project)
- Stakeholder
- Other, please specify:

4. How are you working at the moment?

- Primarily remote work
- Primarily in-office work
- Remote and in-office work (hybrid work)

{You can make the following redirections in the survey if you want to}

If you primarily do remote work, the survey will redirect you to questions 5–9

If you primarily do in-office work, the survey will redirect you to questions 10–13

If you regularly do both remote work and in-office work (hybrid work), choose either remote work questions or in-office work questions according to your situation. You can also answer all questions (5–13). In regular hybrid work, the weekly working time is equally distributed among in-office working days and remote working days.

Remote work and premises

Remote work refers to working entirely or almost entirely outside the workplace.

Next, we will ask about the use of office premises in the future. When answering the questions, keep the following assumptions about the future in mind:

- It is safe and healthy to come to the workplace (remote work recommendations due to the COVID-19 pandemic have been discontinued)
- You can freely choose when and how often you come to the workplace (no restrictive remote work guidelines)

5. Think about your average week. Estimate how many days you would come to the office.

Choose the most likely option.

- 0
- 1
- 2
- 3
- 4
- 5

6. Estimate which weekdays you would come to the office by choosing the days below. You can choose one or more options.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- As required by work duties/situation at work

7. Which factors would pull you to the office in the future? Choose 1–3 options.

- Equipment, devices and premises needed for work (e.g. client encounters, archives and devices, such as the printer or the scanner)
- Competence development and learning new things with colleagues (opportunity to meet in person or gather around a single monitor at work stations or in more relaxed surroundings)
- Project work and joint development activities (opportunity to work as a team)
- Community spirit, e.g. encounters and coffee breaks with colleagues

- In-person meetings with clients and co-operative partners (training and meetings)
- Space where I can concentrate on work in peace
- Good ergonomics and the need for space, e.g. adjustable desk and chair, opportunity to use multiple monitors, etc.
- Good office/workplace facilities (comfortable environment and nearby services, such as lunch restaurants)
- Location (commuting time, opportunity to use public transport, ease of parking)
- Other, please specify:

8. Where would you like to work in the future? You can choose one or more options.

- In the nearest location of our organization
- Varying combination of different locations of our organization
- At home
- In various co-working spaces
- At a free-time residence
- In a café, a library or other public spaces
- Elsewhere, please specify:

9. What are the most important factors for you considering the flow of work in hybrid and remote work in the future? Choose 1–3 options.

- Well-functioning processes and practices
- Well-functioning systems
- Clarity of work-related objectives
- Feedback
- Support from the supervisor/work community
- Trust in employees, which can be seen as the opportunity to plan independently when and how work is carried out
- Other, please specify:

In-office work and premises

In-office work refers to working in one of the organization's locations or another ordinary work environment, such as client premises.

10. Which factors are important for you in in-office work in the future? Choose 1–3 options.

- Equipment, devices and premises needed for work (e.g. client encounters, archives and devices, such as the printer or the scanner)

- Competence development and learning new things with colleagues (opportunity to meet in person or gather around a single monitor at work stations or in more relaxed surroundings)
- Project work and joint development activities (opportunity to work as a team)
- Community spirit, e.g. encounters and coffee breaks with colleagues
- In-person meetings with clients and co-operative partners (training and meetings)
- Space where I can concentrate on work in peace
- Good ergonomics and the need for space, e.g. adjustable desk and chair, opportunity to use multiple monitors, etc.
- Good office/workplace facilities (comfortable environment and nearby services, such as lunch restaurants)
- Location (commuting time, opportunity to use public transport, ease of parking)
- Other, please specify:

11. What are the key factors for you considering the flow of work in in-office work in the future? Choose 1–3 options.

- Well-functioning processes and practices
- Well-functioning systems
- Clarity of work-related objectives
- Feedback
- Strengthening the shared mindset and discussing focus areas
- Trust in employees, which can be seen as the opportunity to plan independently when and how work is carried out
- Other, please specify:

12. In what kind of premises would you like to work in the future? What is good about the current premises? What would you change in the premises if you could? (Open-ended question)

13. How would you like to work in the future if days of remote work were also possible, within the limits of work duties?

- Only in-office work
- In-office and remote work (hybrid work)

Community spirit

The next questions are about interaction and co-operation in the work community in the future.

14. What kind of work-related community spirit would you like there to be in the future? (Open-ended question)

15. What would promote information flow and interaction related to your work in the future? (Open-ended question)

Leadership and management

The following questions focus on how you perceive leadership and management in the future, on the things that are important for you in leadership and management, supervisory work and self-management.

16. What kind of leadership and management do we need in our organization in the future? (open-ended question)

17. What kind of support do you need from your supervisor in your everyday work life in the future? (open-ended question)

18. Which factors are important for you in ensuring the control and meaningfulness of your work in the future? (open-ended question)

Occupational safety

The next question is about occupational safety and health issues at our workplace and their development considering diverse working practices and locations.

19. With what kind of practices can we ensure safe and healthy work in hybrid, remote and in-office work in the future? (open-ended question)

20. Is there anything else you would like to tell us about? (open-ended question)