

Understanding Workplace Expectations: Sample from Workplace Questionnaire ~ Qualitative (www.co-culturesolutions.com)



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Sample from Employee Questionnaire on Workplace Expectations (Qualitative portion)

1. Is it more important for you to agree with your employer or to express your opinion, even when you have a different opinion from that of your boss? When? How? Please explain.
2. What is the best way for an employer to let an employee know if he/she is doing a good job? Or to let an employee know the areas in which he/she needs improvement?
3. How important are meeting times and deadlines in the workplace? Is it more important to stay “on time” or to wait until the right people have had an opportunity for input? Who are the “right people?”
4. Who should be involved in making significant decisions in the workplace? How are these decisions usually made?
5. How involved should a supervisor be in the work of his/her staff? What level of input and direction should be provided?
6. How are expectations established in the workplace?

Sample from Employer Questionnaire on Workplace Expectations (Qualitative portion)

1. Do you expect your staff to agree with you or to express their opinions, even when they differ from yours? When is disagreement appropriate? How should disagreement be expressed?
2. What is the best way to let an employee know if he/she is doing a good job? Or to let an employee know the areas in which he/she needs improvement?
3. What are your expectations about meeting times and deadlines in the workplace? Is it more important to stay “on time” or to wait until the right people have had an opportunity for input? Who are the right people?”
4. Who, if anyone, do you involve when making significant decisions in the workplace? How are these decisions usually made?
5. How involved should you be in the work of your staff? What level of input and direction should be provided?
6. How do you establish expectations in the workplace?

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Sample from Employee Questionnaire on Workplace Expectations (Quantitative portion)

On a scale of 1 to 5, with 1 being “strongly disagree” and 5 being “strongly agree,” please rate your opinion of the following statements:

1. Competent employees should be able to take care of business, with minimal supervision from the boss.
1 2 3 4 5
2. Public praise motivates me to do a good job.
1 2 3 4 5
3. It is important to get everyone’s input before decisions are made, even when this causes a delay in our project timeline.
1 2 3 4 5
4. It is best not to question the boss’ opinions and decisions, even when I disagree.
1 2 3 4 5
5. Employees are expected to share their opinions with their boss, even when they are different than those of the boss.
1 2 3 4 5

Sample from Employer Questionnaire on Workplace Expectations (Quantitative portion)

On a scale of 1 to 5, with 1 being “strongly disagree” and 5 being “strongly agree,” please rate your opinion of the following statements:

1. I expect competent employees to take care of business, with little direction from me.
1 2 3 4 5
2. Public praise motivates employees to do a good job.
1 2 3 4 5
3. It is important to get everyone’s input before decisions are made, even when this causes a delay in our project timeline.
1 2 3 4 5
4. It is best not to question the boss’ opinions and decisions, even when I disagree.
1 2 3 4 5
5. I expect my employees to share their opinions with me, even if they are different than mine.
1 2 3 4 5