



Managing Hybrid/Telework Proactively

How to use: Use these survey questions as a starting point for developing your own survey that can be sent out to your team.

1. *In thinking about the pandemic, do you feel safe to work in office?*

- ☐ Yes
- ☐ No

2. *In thinking about your interaction with your staff when teleworking, do you feel you are:*

- ☐ More connected
- ☐ Less connected
- ☐ About the same

3. *In thinking about your interaction with your coworkers (other Managers/Supervisors) when teleworking, do you feel you are:*

- ☐ More connected
- ☐ Less connected
- ☐ About the same

4. *In comparison to the office-centric environment, is the measurement of work in a hybrid/remote environment:*

- ☐ More productive
- ☐ Less productive
- ☐ About the same

5. *How often does your staff prefer to telework?*

- ☐ More than 50% of the time per month (typically three or more days a week)
- ☐ Less than 50% of the time per month (typically one to two days a week)
- ☐ Incidentally (as needed)
- ☐ Other

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6. *How do you keep your staff motivated? (Check all that apply)*

- Organize virtual team activities
- Have frequent informal communication
- Encourage employees to learn a new skill
- Allow flexible working hours
- Celebrate small wins
- Provide constant feedbacks
- Team building exercises
- Other

7. *How often do you meet with your team?*

- o Once a week
- o Multiple times in a week
- o Once a month
- o Multiple times in a month
- o Never

8. *How do you monitor your staff? (Check all that apply)*

- ☐ By informal check-ins
- ☐ By team meetings
- ☐ By 1:1 meeting
- ☐ By weekly/monthly reports
- ☐ In-person
- ☐ Other

9. *Do you have telework job aids for frequently encountered technical problems?*

- o Yes
- o No

10. *What challenges did you face with supervising staff working remotely? (Check all that apply)*

- ☐ Lack of teleworking guidelines
- ☐ Isolation
- ☐ Unsecure communication
- ☐ Technical problems
- ☐ Poor routine
- ☐ No team camaraderie
- ☐ Lack of communication with peers
- ☐ Loss of focus
- ☐ Distractions
- ☐ None of the above
- ☐ Other