

Communication 2010 in the Workplace

1. Consent Form

Dear Volunteer:

My name is Michele Rivera and I am a Master's student studying Social Sciences at Texas State University. I am conducting a research study examining communication methods between coworkers in the workplace. You can contact me directly at: mr1031@txstate.edu.

I am requesting your participation, which will involve completing this short questionnaire. It will take approximately 10 minutes to fill out the form.

This research is concerning adult communication in the workplace. You must be 18 or older to participate in this study, and a full-time employee. Your participation is totally voluntary and you can choose to opt out of the questionnaire at any time.

To ensure your privacy, this questionnaire is to be taken anonymously. 100% of your answers will be confidential and at no given time, will you need to share any personal information including your name or contact information. The results of the study may be published but neither your name nor your individual answers will be known. Questionnaires may be stored for up to 5 years from the date of completion.

There are no foreseeable risks as a result of participating in this study. Your participation in this study may contribute in the development of training tools which will benefit coworker communication and workplace experience.

If you have any questions or would like a copy of the results of this study please contact me, Michele Rivera, by phone at (512)791-5149 or by email at mr1031@txstate.edu. You may also contact my research director, Dr. Dietz by phone at (512)245-2115.

Thank you for your cooperation.

Sincerely,

Michele Rivera
Master's Candidate
School of Applied Arts
Texas State University
e-mail: mr1031@txstate.edu
(512) 791-5149

* I consent that I would like to complete this survey and assist in communication research in the workplace.

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2. Descriptive Statistics

Please answer the following questions.

Gender

☐ Female

☐ Male

Age

☐ 18-30

☐ 31-45

☐ 46-65

☐ 66 or older

Industry

☐ Healthcare/Medical

☐ Retail/Sales

☐ Non Profit/Outreach

☐ Technology/Engineering

☐ Education/Teacher

☐ Accounting/Finance

☐ Marketing/Advertising/Media

☐ Government

☐ Law Enforcement/Criminal Justice

☐ Other

Title Classification

☐ Worker (non supervisor or manager)

☐ Supervisor (you supervise one or more employees)

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What are your typical work days?

☐ Both traditional and non traditional-my schedule fluctuates

☐ Non Traditional work days, I typically work Saturday and Sunday

☐ Traditional work days, Monday-Friday

Do you work evenings (between 6:00 PM and 10:00 PM) at least 3 or more times a week?

☐ Yes

☐ No

Do you work weekends (Saturday and/or Sunday) at least twice a month?

☐ Yes

☐ No

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3. Communication in the Workplace-Behavior

Please answer the following questions:

Which of the following tools do you use to communicate with your coworkers during work hours? Please select all that apply:

- ☐ Cell phone to talk
- ☐ Email
- ☐ Face Book
- ☐ Instant Messenger
- ☐ Land phone line
- ☐ Meetings in person (face to face)
- ☐ Myspace
- ☐ Text Messages

Please choose your preferred method of communication with the coworkers you work most closely with during business hours.

- ☐ Cell phone to talk
- ☐ Email
- ☐ Face Book
- ☐ Instant Messenger
- ☐ Land phone line
- ☐ Meetings in person (face to face)
- ☐ Myspace
- ☐ Text Messages

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How often do you communicate through text messages with the coworkers you work most closely with in a given week?

- ☐ At least once a day
- ☐ At least 3-5 times a week
- ☐ At least 1-2 times a week
- ☐ Less than once a week
- ☐ Never

When did you begin using text messages to communicate with coworkers regarding work projects?

- ☐ 0-6 months ago
- ☐ 7-12 months ago
- ☐ Over a year ago
- ☐ Over two years or more ago
- ☐ Never- we do not use text to communicate with each other

Choose below your least preferred method of communication with the coworkers you work most closely with during business hours.

- ☐ Cell phone to talk
- ☐ Email
- ☐ Face Book
- ☐ Instant Messenger
- ☐ Land phone line
- ☐ Meetings in person (face to face)
- ☐ Myspace
- ☐ Text Messages

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4. Communication in the Workplace - Affect

In this section we will measure your affect towards communication, coworkers and job satisfaction.
REMEMBER: All answers are anonymous so please be as honest as possible.

How would you rate the following work conditions within your organization?

	Highly Dissatisfied	Dissatisfied	Neutral	Satisfied	Highly Satisfied
Working alongside your current teammates on projects	jñ	jñ	jñ	jñ	jñ
Job satisfaction due to pay	jñ	jñ	jñ	jñ	jñ
Job satisfaction due to relationship with management	jñ	jñ	jñ	jñ	jñ
Job satisfaction due to relationship with coworkers	jñ	jñ	jñ	jñ	jñ
Job satisfaction due to work load	jñ	jñ	jñ	jñ	jñ

How would you rate the following:

	Highly Dissatisfied	Dissatisfied	Neutral	Satisfied	Highly Satisfied
Your ability to manage conflict with your close coworkers	jñ	jñ	jñ	jñ	jñ
Your ability to communicate effectively with your close coworkers	jñ	jñ	jñ	jñ	jñ
Your ability to communicate effectively with your supervisor	jñ	jñ	jñ	jñ	jñ

How would you rate the following:

	Highly Dissatisfied	Dissatisfied	Neutral	Satisfied	Highly Satisfied
Your close coworkers ability to communicate effectively with you	jñ	jñ	jñ	jñ	jñ
Your supervisor's ability to communicate effectively with you	jñ	jñ	jñ	jñ	jñ

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I prefer that my coworkers communicate with me more frequently through:

☐ Cell Phone

☐ Email

☐ In Person (face to face)

☐ Instant Messenger

☐ Land Line

☐ Text Message

I prefer that my supervisor communicate with me more frequently through:

☐ Cell Phone

☐ Email

☐ In Person (face to face)

☐ Instant Messenger

☐ Land Line

☐ Text Message

Rate the following:

	Always	Most of the time	Sometimes	Hardly ever	Never
I feel anxious when I communicate face to face with my close coworkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel anxious when I communicate face to face with my supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer to text my coworker than talk face to face	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer to email my coworker than talk face to face	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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5. Communication in the Workplace - Perception

Please choose which methods of communication you would like to improve on and incorporate in the workplace.

Please answer below:

	Yes	No	Does not apply
I believe that how I communicate with my close coworkers directly affects my job satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe that how I communicate with my supervisor directly affects my job satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. THANK YOU!

Thank you for taking the time to assist me in my research project. As a gift to you, if you would like to receive free communication assessments and tools at the end of this study please send an email to: MR1031@txstate.edu with the subject line "Free Communication Tools."

This is not mandatory, only a bonus for those interested in learning more about communication in the workplace. I will also email the results of this study in the fall of 2010 to those participants who send me a request via email.

Thank you again,

Michele Rivera