

Workforce intentions survey

We recognise that our experienced workers have an invaluable range of corporate and technical skills, knowledge and abilities which are vital to us in delivering our business.

We're undertaking this survey to better understand what is important to you and what will encourage you to continue working with us. The information you provide here will help inform and guide us in implementing more tailored retention strategies for you.

It's important to remember that there are no right or wrong answers. Just complete the questions to the best of your knowledge at this time – you're in no way bound by your answers.

All responses are **completely confidential, anonymous** and reporting of results will ensure **no individual is identifiable**.

The survey contains 13 questions, mostly in a multi-choice format, with some options to enter your own text. The survey should take approximately 10-15 minutes to complete.

If you want to find out more about the survey, please talk to _____.

Retaining your skills, knowledge and experience

1. The following is a list of factors that may influence you to continue your employment with our business. Please indicate how important each of these factors would be for you in making a decision to stay, by ticking one box for each statement.

	Not important	Important	Very important
The need to achieve financial security (e.g. ensuring adequate superannuation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of interesting work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of career development/ progression opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition for the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having my job re-designed to undertake different duties (e.g. discrete projects, mentoring/coaching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having a work/life balance (e.g. having more time to pursue activities outside of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to access flexible work options (e.g. part-time work or working from home)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Our business already has some flexible work options available, but we'd specifically like to know how attractive each of the following options is to you.

2. Thinking about your own circumstances and preferences, please indicate how important and attractive each of these flexible work options would be to you.

	Not important	Important	Very important
Gradual reduction in hours over a number of years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ad hoc working from home arrangements (this may not be available for all types of jobs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tele-working (a structured agreement to undertake work at home for a set number of days each week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-time work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible start / finish times (e.g. start work earlier and leave work earlier)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible use of long service leave (e.g. accessing this leave for one or two days a week on an ongoing basis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job sharing (where two part-time staff work in the one full-time role)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave without pay, less than 3 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave without pay, greater than 3 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

3. Which of the following issues do you think could be barriers to you continuing to work with us?

	No	Yes
Job stress/pressure	<input type="checkbox"/>	<input type="checkbox"/>
Unable to negotiate flexible working arrangements (e.g. fewer hours spent at the workplace, part-time work, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Lack of promotional opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Lack of interesting work/projects	<input type="checkbox"/>	<input type="checkbox"/>
Lack of recognition for the work that I do	<input type="checkbox"/>	<input type="checkbox"/>
Not having enough information on what flexible work options are available to me	<input type="checkbox"/>	<input type="checkbox"/>
Lack of training and development	<input type="checkbox"/>	<input type="checkbox"/>

Career planning

4. Planning your career path can be supported by us. Please indicate how important you believe each of the following may be in supporting you.

	Not important	Important	Very important
Support from my manager/supervisor, e.g. open and honest conversations about career opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career advice from an external provider/professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structured training and development to undertake a different job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More opportunity to undertake professional development (e.g. greater access to study leave, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Retention strategies – what is important to you?

We're seeking your advice on strategies that would encourage you to remain with us longer or, if you decide to leave, keep you engaged with activities within our business.

5. **With the above in mind, please indicate how important you believe each of these strategies could be in retaining you, by ticking one box for each statement.**

	Not important	Important	Very important
Development of an Alumni (once you leave, this keeps you up-to-date with our business activities, social activities and job opportunities in case you decide to come back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A 'Tree/Sea Change' policy – e.g. options to relocate to other business centres and locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased training for managers/ supervisors in supporting and implementing flexible working arrangements (e.g. part time work, job sharing, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing greater information/support to assist in financial planning (e.g. sponsoring superannuation seminars)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate health and wellness programs (e.g. option for health checks, gym membership subsidies, etc) (MAY NOT BE RELEVANT TO SMALL BUSINESS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies and strategies to support carer responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The option to change your responsibilities to include a greater mentoring/coaching role with other staff (including skill development to help you do this)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased opportunities to work on discrete projects (including skill development to help you do this)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More alternative job opportunities at the same pay level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More alternative job opportunities at a lower pay level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

Timing

The information you provide in this section will help us plan the timing and implementation of strategies to retain you. It's important to remember that you're in no way bound by your answers, just complete these questions to the best of your knowledge at this time.

We understand that the questions in this section may be viewed as sensitive. However, we'd strongly encourage you to respond as it will provide valuable information to inform the timing and implementation of retention strategies. As with every question, all responses are anonymous.

6. How many years from now do you intend to leave work and paid employment (please tick one box in each column):

	Work	Paid employment
Less than 2 years	<input type="checkbox"/>	<input type="checkbox"/>
2-4 years	<input type="checkbox"/>	<input type="checkbox"/>
5-9 years	<input type="checkbox"/>	<input type="checkbox"/>
10-15 years	<input type="checkbox"/>	<input type="checkbox"/>
16-19 years	<input type="checkbox"/>	<input type="checkbox"/>
20-24 years	<input type="checkbox"/>	<input type="checkbox"/>
25 years or more	<input type="checkbox"/>	<input type="checkbox"/>

7. Which of the following best describes the age at which you intend to leave our business:

- 50-54
- 55-59
- 60-64
- 65 years or over

About you

8. What is your gender

- Female
- Male

9. What is your age group?

- 50-54
- 55-59
- 60-64
- 65 years or over

10. What is your substantive employment type?

- Permanent
- Temporary
- Other

11. What is your current employment status?

- Full-time
- Part-time

12. How many years have you been working with us?

- Less than 1 year
- 1-4 years
- 5-9 years
- 10-14 years
- 15-19 years
- 20-24 years
- 25 years or more

13. What is your job classification level ?

Thanks for taking the time to complete this survey.

Source: Office of the Public Service Commissioner