Increasing Communication between Employees at Siegle Properties

My name is Amy Yung and I am an UBC undergraduate student engaged in a technical writing project. The purpose of this interview is to obtain data for a study investigating solutions to increase communication between employees at Siegle Properties. Data collected from this survey may be used in a formal report addressed to the directing manager at Siegle Properties. The formal report will give recommendations on increasing communication between employees that will lead to an increase in productivity at Siegle Properties.

This interview will take less than 25 minutes and your responses are voluntary and anonymous. If you have any comments or questions about this study, please feel free to contact me at ayung.024@gmail.com.

Thank you for taking the time to participate in this interview.

**Interview questions for directing manager:**

* Have you noticed a decrease in productivity at the office?
* Recently, there have been many complaints from clients about not being assisted in a timely manner. Have you been notified of this issue? Any comments and concerns?
* Do you think the employees have adequate communication with one another?
* Department managers have been complaining about assignments being riddled with error. Have you been notified of this issue? Any comments and concerns?
* Senior staff have been assigned to review work done by new employees. Do you think this a good solution for our current problem?
* What do you think of having a specific mentor assigned to each new employee?
* Do you think more communication within the office will increase productivity? Why or why not?
* What do you think of weekly department meetings and weekly meeting between departments?