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 a new employee:**

* What department are you from?
* How long have you been working here?
* Did you receive any training prior to working here?
* What assignments do you usually work on? Do you feel confident when working on assignments?
* Do you think you are told adequate instructions when assigned work?
* Who do you turn to when you have questions on an assignment?
* Do you often have to figure things out by yourself? If so, how often does that happen?
* Have you ever had any trouble assisting a client? If so, how often does that happen?
* What do you think of having a specific mentor assigned to each new employee?