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 senior staff:**

* What department are you from?
* How long have you been working here?
* Have you been assigned to review work done by new employees? If so, any comments or concerns?
* Have you received any complaints from clients on not being assisted in a timely manner?
* Have you received any complaints from managers due to handing in an assignment late?
* Do you think new employees are receiving adequate training?
* Should there be more communication between employees at the office? Why or why not?
* What do you think of weekly department meetings and weekly meeting between departments?
* What do you think of having a specific mentor assigned to each new employee?