**Interview Questions**

1. What are your thoughts on working remotely?
2. How important is social interaction in a workplace?
3. Can you describe your communication style?
4. What is your biggest concern about working remotely?
5. How important is team bonding?
6. Would you participate in team building activities?
   1. If yes, what are some activities or ideas you would actually enjoy?
7. Would you work in person if you had the opportunity to? Please explain.
   1. If yes, what do you miss the most about working in an office?
8. What are some suggestions that can be done to improve our current onboarding process? (i.e.professionally, emotionally, physically, or mentally)

**Survey Introduction**

I am an undergraduate student at UBC working on a technical writing project. The purpose of this survey is to collect data for an analysis and investigation that aims to provide recommendations for effectively onboarding new employees to Speakbox. The final formal report will be addressed to Speakbox employees and management. In combination with information provided by publications and studies, this survey will assist in the recommendations to effectively refine the current onboarding process. The survey contains 6 questions, and it should take about 5 minutes of your time. Your participation in this survey is voluntary and your responses will be anonymous. You may refuse to take part in the research or exit the survey at any time. You are also free to decline to answer any particular question you do not wish to answer. I am appreciative and grateful for your generous participation. Thank you.

**Survey Questions**

1. Have you started a new job remotely before Speakbox?
   1. Yes
   2. No
2. How would you rate your onboarding experience with Speakbox?
   1. Very satisfied
   2. Satisfied
   3. Neither agree nor disagree
   4. Dissatisfied
   5. Very dissatisfied
3. Which communication methods do you consider effective within a workplace?
   1. E-mail
   2. Text
   3. Video
   4. Phone
   5. Face-to-face
4. How important is a sense of belonging in a workplace?
   1. Extremely important
   2. Very important
   3. Moderately important
   4. Slightly important
   5. Not at all important
5. How important is team building in a workplace?
   1. Extremely important
   2. Very important
   3. Moderately important
   4. Slightly important
   5. Not at all important
6. Please indicate your interest in the given virtual team building activity:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very interested | Somewhat interested | Neutral | Somewhat uninterested | Not at all interested |
| Game night |  |  |  |  |  |
| Trivia night |  |  |  |  |  |
| Team lunches |  |  |  |  |  |
| Karaoke |  |  |  |  |  |
| Weekly jukebox (share music) |  |  |  |  |  |
| Baking/cooking competition |  |  |  |  |  |
| One-on-one session (coffee break) |  |  |  |  |  |
| Virtual office (replicate office) |  |  |  |  |  |
| Craft night |  |  |  |  |  |
| Beer o’clock (drinks) |  |  |  |  |  |
| Other |  | | | | |