

Sample Questionnaire I

Section I

Directions: Below you will find a list of names of many people who work here. Some of these people you may interact with quite frequently; others you may not talk to very much at all. In this section we are interested in who you interact with personally or on the phone. More specifically, try to recall who you talk to either in person or on the phone about work-related matters *at least once per week*. Please indicate your answer by placing a check in the space to the left of the names of people you generally talk to at least once per week.

Please check as many names as may be appropriate. If there is only one person you would generally talk to at least weekly, then just check that one person's name. If there are several people you might talk to, then check these several names. If there is no one you generally talk to weekly, then do not check any names.

Who do you talk to *at least once per week*?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section II

Directions: IN this section we are interested in your perceptions of who you talk to in person or on the phone about work-related matters relatively frequently, at least once per day. Please indicate your answer by placing a check in the space to the left of the names of people you generally talk to *at least once per day*.

Again, if there is only one person you would generally talk to daily, then just check that one person's name. If there are several people you might talk to, then check these several names. If there is no one you generally talk to daily, then do not check any names.

Who do you talk to *at least once per day*?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section III

Directions: In this section we are interested in your perceptions of who you communicate with using *electronic mail* about work-related matters *at least once per week*. Some of these people may be the same ones you talk to personally; some of them may be people you only communicate with over electronic mail. Please indicate who you communicate with over electronic mail. Please indicate who you communicate with over electronic mail at least once per week by placing a check in the space to the left of each of their names

Again, please check as many names as may be appropriate.

Who do you Communicate with over electronic mail *at least once per week*?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section IV

Directions: In this section we are interested in your perceptions of who you communicate with using *electronic mail* about work-related matters *at least once per day*. Please indicate who you communicate with over electronic mail at least once per day by placing a check in the space to the left of each of their names.

Again, please check as many names as may be appropriate.

Who do you communicate with over electronic mail *at least once per day*?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section V

Directions: Often times, to do our own job well we must depend on others to do their job. In this section we are interested in who you perceive you must depend on in order to complete your work. IN this case, by “depend on” we mean that if that other person did not do his or her job (of supplying you with information, completing an assignment, or generally doing their own job well), then you would have difficulty doing your job – or at least you would be inconvenienced in some way that would hinder you from doing your own job as well or as efficiently as you would like. Please indicate your answer by placing a check in the space to the left of the names of people you depend on in this way.

Again, if there is only one person you depend on, then just check that one person’s name. If there are several people you depend on, then check these several names. If there is no one you depend on, then do not check any names.

To do your job well, who must you depend on?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section VI

Directions: Similarly, there are others who may have to *depend on you* to get their jobs done. Again, by “depend on” we mean that if you did not do your job well, they would find it more difficult to do their job as well or as efficiently as they would like. Of the people listed below, who generally depends on you? Please answer this question by placing a check in the space to the left of the names of people you think generally depend on you.

Again, please check as many names as appropriate.

To do their job well, who generally *depends on you*?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section VII

Directions: Sometimes we are more than slightly dependent on someone to do our job. Sometimes it is absolutely critical that someone do their job well in order for you to be able to do your job. That is, you can be “critically dependent” on someone – perhaps because they supply you with critical information, or perhaps because it is simply essential that they do their job before you can do yours. By “critically dependent on” we mean that if that person does not do his or her job well, then you simply cannot do your job even at a minimum standard. Who are you critically dependent on in your job? Please answer this question by placing a check in the space to the left of the names of people you feel you are critically dependent on.

Again, check as many names as may be appropriate.

Who are you critically dependent on to do your job?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section VIII

Directions: In this section we are interested in who is *critically dependent on you*. Again, by “critically dependent on” we mean that if you do not do your own job well, that person would find it difficult or impossible to do their job even at a minimum standard. Who is critically dependent on you in their job? Please answer this question by placing a check in the space to the left of the names of people you feel are critically dependent on you.

Again, check as many names as are appropriate.

Who is critically dependent on you in their job?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section IX

Directions: Sometimes it is difficult to interact with everyone that you need to. That is, there may be some people who, if you *interact* with them more than you do now, would be helpful to you in doing your own job better or more efficiently. Who might these people be? Please answer this question by placing a check in the space to the left of the names of people who feel would be useful to you in interact with more than you currently do.

Again, check as many as may be appropriate.

Who would be useful to interact with more than you do now?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section X

Directions: Similarly, who could benefit from more interaction with you? That is, if these people could have more interaction with you, who would be able to do their job better or more efficiently? Please answer this question by placing a check in the space to the left of the names of people you feel would benefit from more interaction with you.

Again, check as many names as may be appropriate.

Who would benefit from more interaction with you?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section XI

Directions: No one can be in the office all the time. People leave temporarily for vacation, on assignment, or for various other reasons. When you are unavailable or out of the office, who could fill in for you? Please answer this question by placing a check in the space to the left of the names of people you feel could fill in for you in your absence.

Again, check as many names as may be appropriate.

Who could fill in for you?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |

Section XII

Directions: Who could I *you fill in for* when they are temporarily out of the office? Please answer this question by placing a check in the space to the left of the names of people you feel you could fill in for.

Again, check, as many names as may be appropriate.

Who could you fill in for?

- | | | |
|----|-------|---------------|
| 1 | _____ | A. Arora |
| 2 | _____ | J. Cohen |
| 3 | _____ | N. Dewalt |
| 4 | _____ | E. Devereux |
| 5 | _____ | A. Eklund |
| 6 | _____ | E. Eligator |
| 7 | _____ | S. Farrow |
| 8 | _____ | G. Franko |
| 9 | _____ | W. Gorr |
| 10 | _____ | B. Harrison |
| 11 | _____ | R. Hodges |
| 12 | _____ | M. Kelley |
| 13 | _____ | D. Krackhardt |
| 14 | _____ | P. Lewis |
| 15 | _____ | D. Martin |
| 16 | _____ | D. Nagin |
| 17 | _____ | L. Oviedo |
| 18 | _____ | R. Padman |
| 19 | _____ | J. Peters |
| 20 | _____ | E. Poleman |
| 21 | _____ | T. Reed |
| 22 | _____ | L. Taylor |
| 23 | _____ | O. Spencer |
| 24 | _____ | E. Vasquez |
| 25 | _____ | J. Winwood |
| 26 | _____ | H. Wright |