
FLEXIBLE WORKPLACE PRACTICES: EMPLOYEE QUESTIONNAIRE

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EMPLOYEE QUESTIONNAIRE

ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce

One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

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WANT MORE

To help fleet employers build flexible workplace practices, Trucking HR Canada wrote *Flexible Workplace Practices: The Growing Importance of New Ways of Working*. Help your company offer new ways of working by exploring the following topic areas:

- Why employers should consider offering flexible work options
- What are common flexible work options used today and their prevailing benefits
- Factors to consider before initiating flexible work practices
- Recommendations on how to effectively implement flexible work arrangements
- Guidelines for measuring success

To view this online resource visit truckinghr.com.

EMPLOYEE QUESTIONNAIRE

If you are considering introducing flexible workplace practices within your company, speaking with employees in advance can allow you to better understand their thoughts and desires to enable effective planning for implementation. The questions below are examples of what can be asked to either a select group of employees or to everyone.

1. If the company was to offer flexible workplace practices, which of the following options would be most appealing for you [list all that apply, examples below]:
 - a. Job Sharing
 - b. Compressed work schedule
 - c. Flexible work hours
 - d. Hybrid work model - from home/ in office
 - e. Exclusive remote work (work from home)
 - f. Part-Time
 - g. Gradual Retirement
 - h. Other Options (please specify)
2. What would you anticipate are the benefits to you, and to the business, if [list example checked in Question #1] is implemented?
3. What, if any, challenges would you anticipate for you and for the company if [list example checked in Question #1] was implemented.
4. If a flexible option for you would include working from home, are you properly equipped to do so, including:
 - Having a private space in which to work? Yes/ No
 - Having the proper internet connectivity and privacy? Yes/ No
 - Ensuring an ergonomic set up? Yes/No
5. If you're interested in Flexible Work Hours, what changes to your schedule would you make?
6. What timeframe would you require to ensure you are ready (both personally and at work) for a flexible workplace option?
7. If the company was to introduce a flexible workplace model as a trial option, what would be the best timeline to ensure full consideration of program?
 - a. 3 months
 - b. 6 months
 - c. 9 months
 - d. 12 months
 - e. Other
8. What are some of the questions or concerns that you might have around the company introducing flexible workplace practices?

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