# **Public Service Employee Survey**



# e survey 01

#### Confidential when completed

Français au verso

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To all Public Service Employees:

Making the Public Service of Canada a great place to work is everybody's business.

Over the last few years, many of you have gone the extra mile to help renew the Public Service. Your commitment and efforts are most appreciated.

Together, we have done a lot. But, we know there is more to do.

That is why your Deputy Minister/Agency Head and I are asking you to take a few minutes to fill out this survey. We want to know what you think about your work, your career and your workplace.

Your participation is voluntary, and your responses will be anonymous and confidential.

However, I do hope you will decide to participate. Your views will help all of us - as managers and employees - identify areas where we might be able to improve things.

We can't fix all the problems overnight. But, if we all work together we can make real progress right where we work.

As Head of the Public Service of Canada, I look forward to working with you as we continue to support a well-performing, non-partisan, professional workforce, able to serve Canadians in the next millennium. Thank you.

To all Public Service Employees:

All information provided to Statistics Canada through this survey is confidential. Confidentiality is protected by law under the *Statistics Act*. No one, this includes your immediate supervisor, manager, director or deputy minister/agency head, can access information you provide to Statistics Canada.

To ensure that your answers and your identity are protected, we have taken the following precautions:

- ◆ The survey is ANONYMOUS. Your name is not required.
- The return envelope and questionnaire exclude all explicit identifiers.
- ◆ The data will be used only to produce statistical summaries in the form of tables and graphs.
- These summaries will be produced for
  - (1) the Public Service as a whole
  - (2) your department or agency
  - (3) your organizational unit
- Only the tabulated data will be provided to your management.

All tables will be verified to ensure that they do not reveal anyone's identity. If there are **not at least 5 people** with **exactly** the same characteristics for a table, Statistics Canada guarantees that the table will not be produced. You, as an individual will not be identified in any way.

Thank you for your cooperation.

Mel Cappe

Clerk of the Privy Council and Secretary to the Cabinet

Ivan Fellegi

Chief Statistician of Canada

After you have completed the questionnaire, place it in the **postage-paid return envelope**, seal it and return it to Statistics Canada through internal mail or Canada Post. For more information, visit our intranet site http://publiservice.gc.ca or call 1-888-656-2700.

This questionnaire is available in alternative formats. Please contact your employment equity co-ordinator for details.

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Statistics Canada Statistique Canada



My	job world					1
		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't Know
1.	I believe that the work I do is important.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
2.	I have the necessary materials and equipment to do my job.	1 _	2 🔾	3 🔾	4 🔾	5 _
3.	It is easy to get the information I need to do my work.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
4.	I am classified fairly (my current group and level) compared to others doing similar work in my organization or elsewhere in the public service.	1 _	2 🔾	3 (	4 🔾	5
5.	I am allowed the flexibility to balance my personal, family and work needs.	1 _	2 (	3 🔾	4 🔾	5 🔾
6.	I feel I can claim overtime for the hours that I work.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
7.	I am in a job that is a good fit for me.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
8.	Overall, I like my job.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
		I	l	l	I	I

9.	I am a full-time (i.e. 30 hours or more per week) or part-time worker.	<sup>1</sup> O Full-time	<sup>2</sup> O Part-time
10.	I am satisfied with my current work arrangement (i.e. regular hours, telework, compressed work week, etc.)	<sup>1</sup> O Yes	<sup>2</sup> O No

		Always	Often	Sometimes	Rarely or Never	Don't Know
	I feel that the quality of my work suffers because of					
11.	constantly changing priorities;	1 0	2 🔾	3 🔾	4 🔾	5 🔾
12.	lack of stability in the organization;	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
13.	too many approval stages;	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
14.	unreasonable deadlines;	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
15.	having to do the same or more work with fewer resources.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
16.	I consider my workload reasonable.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾

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		Always	Often	Sometimes	Rarely or Never	Don't Know
17.	I can complete my assigned workload during my regular working hours.	1 (	2 🔾	3 🔾	4 (	5 🔾
18.	In the past year, I had to work paid overtime.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
19.	In the past year, I had to work unpaid overtime.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
20.	I compliment others for a job well done.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
21.	I am encouraged to be innovative or take initiative in my work.	1 🔾	2 🔾	3 🔾	4 (	5 🔾
22.	I do take initiative in my work.	1 🔾	2 🔾	3 (	4 🔾	5 🔾
23.	I have a say in decisions and actions that impact on my work.	1 (	2 🔾	3 🔾	4 (	5 🔾

## Communication with my immediate supervisor

Your immediate supervisor is the person who assigns you your work and/or evaluates your work performance.

	,								
		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable		
24.	I know what my immediate supervisor expects of me in my job.	1	2 (	3 🔾	4 🔾	5 _	6		
25.	My immediate supervisor allows me to determine how I do my work.	1	2 _	3 🔾	4 🔾	5	6		
26.	I receive useful feedback from my immediate supervisor on my job performance.	1 (	2 (	3 (	4 🔾	5 _	6		
27.	I can count on my immediate supervisor to keep his or her promises.	1 🔾	2 🔾	3 🔾	4 🔾	5	6		
28.	I get adequate recognition from my immediate supervisor when I do a good job.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6		
29.	My immediate supervisor keeps me informed about the issues affecting my work.	1 )	2 (	3 (	4 🔾	5 🔾	6		
30.	I keep my immediate supervisor informed about my work.	1 (	2 🔾	3 (	4 🔾	5 🔾	6		

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		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
31.	My immediate supervisor and I discuss the results I am expected to achieve.	1 🔾	2 🔾	3 🔾	4 🔾	5	6
32.	I feel that I can disagree with my immediate supervisor on work-related issues without fear of reprisal.	1 (	2 (	3 (	4 (	5 (	6 🔾
33.	My immediate supervisor assesses my work against identified goals and objectives.	1 (	2 🔾	3 🔾	4 🔾	5	6 🔾
34.	If I were to suggest ways to improve how we do things, my immediate supervisor would take them seriously.	1 (	2 (	3 (	4 🔾	5 _	6
35.	My immediate supervisor distributes the work fairly.	1 )	2 🔾	3 🔾	4 🔾	5	6 🔾
36.	My immediate supervisor helps me determine my learning needs.	1 )	2 🔾	3 🔾	4 🔾	5 _	6 🔾
37.	My immediate supervisor allows me to take training for my job.	1 (	2 🔾	3 (	4 (	5 🔾	6
38.	My immediate supervisor treats me with respect.	1 (	2 🔾	3 🔾	4 (	5 🔾	6 🔾

## My work unit

Your **work unit** includes yourself, your immediate supervisor, and your colleagues. (**N.B.** if you are a supervisor, do not include the employees you supervise).

		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
39.	In my work unit, my colleagues treat me with respect.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
40.	In my work unit, we operate in an open and honest way.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
41.	In my work unit, I believe that we hire people who can do the job.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
42.	In my work unit, the process of selecting a person for a position is done fairly.	1 )	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
43.	In my work unit, we are generally able to work according to plan.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾	6
44.	In my work unit, we work as a team.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾

		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
45.	I am proud of the work carried out in my work unit.	1 (	2 (	3 (	4 🔾	5 🔾	6
46.	In my work unit, we learn from our mistakes and do what it takes to correct them.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
47.	I know how my work contributes to my work unit's objectives.	1 (	2 (	3 (	4 🔾	5 🔾	6 🔾
48.	I understand my work unit's role in the department / agency.	1 )	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
49.	My work unit's goals are consistent with my department / agency's goals.	1 🔾	2 (	3 🔾	4 🔾	5 _	6 🔾
50.	In my work unit, we are good at sharing information with each other.	1 (	2 (	3 🔾	4 🔾	5 🔾	6 🔾
51.	In my work unit, we are good at sharing information with other work units.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾	6
52.	In my work unit, we are open to new ideas about how we can improve the way we work.	1 _	2 🔾	3 🔾	4 🔾	5	6
53.	In my work unit, every individual, regardless of his or her race, colour, gender or disability would be / is accepted as an equal member of the team.	1 (	2 (	3 (	4 (	5 🔾	6
54.	My work unit periodically takes time out to rethink	the way it o	does busin	ess.	<sup>1</sup> Yes	2 (	O No
			Always	Often	Sometimes	Rarely Never	
55.	In my work unit we focus on results.		1 🔾	2 🔾	3 🔾	4 🔾	5
56.	In my work unit, process is important.		1 🔾	2 🔾	3 🔾	4 🔾	5 🔾
57.	In my work unit, we have a say in how the work godistributed.	ets	1 🔾	2 🔾	3 🔾	4 (	5
58.	In your current job, how many supervisors have y for less than 3 years, please report the number of					in your c	urrent job

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supervisor(s)

		Yes	No
59.	I have experienced discrimination in my work unit.	1 🔾	2 🔾
60.	I have experienced harassment in my work unit.	1 (	2 🔾

My	skills and career			
		A Lot	Some- what	Not at all
	For my current job or career development, I need to:			
61.	improve my interpersonal skills;	1 (	2 🔾	3 🔾
62.	improve my ability to communicate my ideas easily;	1 (	2 🔾	3 🔾
63.	learn more about providing services to clients;	1 (	2 🔾	3 🔾
64.	learn to use job-related software more easily;	1 (	2 🔾	3 🔾
65.	learn more about career planning;	1 (	2 🔾	3 🔾
66.	improve my time management skills;	1 (	2 🔾	3 🔾
67.	learn or improve my knowledge of the other official language;	1 (	2 🔾	3 🔾
68.	learn more about good teamwork skills;	1 🔾	2 🔾	3 🔾
69.	learn more about my organization's direction (for example, the vision, values or mission) and how it applies to my work.	1 🔾	2 🔾	3 🔾

		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
70.	I get the training I need to do my job.	1 _	2 🔾	3 🔾	4 🔾	5 🔾	6 (
71.	For my current job, I keep my knowledge and skills up to date.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
72.	I have opportunities to develop and apply the skills I need to enhance my career.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
73.	I take the initiative to develop the skills I need to enhance my career.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
74.	My immediate supervisor does a good job of helping me develop my career.	1 (	2 🔾	3 🔾	4 🔾	5	6 🔾

		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
75.	My department does a good job in supporting employee career development.	1 _	2 🔾	3 🔾	4 🔾	5 🔾	6
76.	I would be reluctant to ask for a developmental opportunity (e.g. secondment, new project, etc).	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
77.	I am able to get on-the-job coaching to help me improve the way I do my work.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
78.	I believe I have a fair chance of getting a promotion, given my skills and experience.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6

		Yes	No
79.	Did you request a developmental assignment (e.g. secondment, new project, etc.) in the last 3 years?	1 🔾	2 🔾
80.	In the last 3 years, were you denied a developmental assignment?	1 🔾	2 🔾
81.	In the last 3 years, have you been in a developmental programme (e.g. recruitment programme, MTP, CAP, etc.)?	1 🔾	2 🔾

82.	In order to ensure confidentiality, only broad occupational grouping will be used in this survey. Please look up
	your current occupational group in the following table and check the circle corresponding to the letter of your
	group. (If you are in an acting position, use the group of the acting position.)

My **GROUP CODE** is *(from the table below)*:

1	$\bigcirc$	Α
	_	

	7	
- (	- )	

^

 $^2\bigcirc \ \mathbf{B} \qquad ^3\bigcirc \ \mathbf{C} \qquad ^4\bigcirc \ \mathbf{D} \qquad ^5\bigcirc \ \mathbf{E} \qquad ^6\bigcirc \ \mathbf{F} \qquad ^7\bigcirc \ \mathbf{G}$ 

Group	Group Code
AC	В
AG	В
Al	D
AO	D
AR	В
AS	С
AU	В
BI	В
CH	В
CM	E
CO	В
CR	E
CS	С
CX	F
DA	E
DD	D
DE	В
DS	В

Group	Group Code
ED	В
EG	D
EL	D
EN	В
ES	В
EU	D
EX	Α
FI	С
FO	В
FR	F
FS	С
GL	F
GS	F
GT	D
GX	Α
HP	F
HR	В
HS	F

Group	Group Code
IS	C
LA	В
LI	F
LS	В
MA	В
MD	В
MM	C
MT	В
NU	В
OE	ш
ОМ	C
OP	В
PC	В
PE	C
PG	C
PH	В
PI	D
PM	С
PM	С

Group	Group Code
PR	F
PS	В
PY	D
RO	D
SC	F
SE	В
SG	В
SI	D
SO	D
SR	F
ST	E
SW	В
TI	D
TR	С
UT	В
VM	В
WP	С
Other	G

83.	Which salary range corresponds to your current annual salary? (Please include any acting position.)
	1 O less than \$30,000 a year
	<sup>2</sup> \$30,000 - \$39,000
	<sup>3</sup> \$40,000 - \$49,000
	<sup>4</sup> \$50,000 - \$59,000
	<sup>5</sup> \$60,000 or more
84.	In total, how many years have you been at your current group and level? (Please include any acting position.)
	1  less than 3 years
	<sup>2</sup> 3 - 10 years
	<sup>3</sup> O 11 - 20 years
	4  more than 20 years
85.	In the past 3 years, how many promotions have you had?
	<sup>1</sup> None
	<sup>2</sup> One
	<sup>3</sup> More than one
<b>C</b>	vice to aliente

Every employee in the Public Service delivers goods or provides services to a client. A client could be another employee, a member of the Canadian public or other clients outside Canada.

		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
86.	My work unit has client service standards.	1 🔾	2 🔾	3 🔾	4 🔾	5 _	6
87.	I know who my principal clients are (e.g. Canadian public, other public servants, etc.)	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
88.	I ask my clients about their needs and expectations.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6 🔾
89.	I have the flexibility to adapt my services to meet my clients' needs.	1 (	2 🔾	3 🔾	4 🔾	5 🔾	6

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My	organization						
		Strongly Agree	Mostly Agree	Mostly Disagree	Strongly Disagree	Don't know	Not Applicable
90.	I believe that senior management will try to resolve concerns raised in this survey.	1 )	2 🔾	3 🔾	4 🔾	5 _	6
91.	Supervisors and employees must work together to try to resolve concerns raised in this survey.	1 (	2 🔾	3 (	4 (	5 🔾	6 (
92.	In the past year, I have had an open discussion with someone (excluding colleagues) in my department / agency about my career.	1 (	2 (	3 🔾	4 (	5 _	6
93.	I can clearly explain to others the direction (for example, the vision, values or mission) of my department / agency.	1 (	2 (	3 (	4 🔾	5 _	6 (
94.	In my department / agency, I feel that management does a good job of sharing information.	1 (	2 (	3 (	4 🔾	5 _	6 🔾
95.	My department / agency is a good place to work.	1 🔾	2 🔾	3 🔾	4 🔾	5 🔾	6
96.	I am satisfied with my career in the Public Service.	1 (	2 🔾	3 (	4 (	5 _	6 🔾

General Information		
97.	In total, how many years have you been working in the Public Service?	
	1  less than 3 years	
	<sup>2</sup> 3 - 10 years	
	<sup>3</sup> 11 - 20 years	
	more than 20 years	
98.	In total, how many years have you been working in your current department or agency?	
	less than 3 years  3 - 10 years  11 - 20 years  more than 20 years	

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99.	What is your current employee status?
	Permanent (indeterminate, seasonal)
	<sup>2</sup> Term or casual
	Other (e.g. student, governor in council appointment, minister's exempt staff)
100.	Please specify in which organizational unit you are currently working? (Please select your unit from the list included.)
	Code
	Statistics Canada guarantees that the unit information you provide will not be used in any way to identify you.
101.	Are you a supervisor? (Please include any acting position.)
	<sup>1</sup> O Yes
	<sup>2</sup> O No
102.	What are the language requirements of your position?
	<sup>1</sup> O Bilingual
	<sup>2</sup> O Unilingual English
	<sup>3</sup> O Unilingual French
	<sup>4</sup> C Either English or French
103.	Do you occupy a position in which you provide services to the public?
	<sup>1</sup> O Yes
	<sup>2</sup> ○ No → Go to question 105
104.	In which official language(s) do you provide services to the public?
	1 C English only
	<sup>2</sup> O French only
	Both English and French

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<b>105.</b> In which province or territory do you work?
01 Northwest Territories
<sup>02</sup> Nunavut
<sup>03</sup> Yukon
O4 British Columbia
<sup>05</sup> Alberta
<sup>06</sup> Saskatchewan
<sup>07</sup> Manitoba
<sup>08</sup> National Capital Region
Ontario (excluding National Capital Region)
10 Québec (excluding National Capital Region)
11 New Brunswick
12 Nova Scotia
Prince Edward Island
14 Newfoundland / Labrador
15 Outside Canada
106. What is your age group?
1 Up to 29 years
<sup>2</sup> 30 - 39 years
3  40 - 49 years
4  50 - 54 years
5 55 years and over
55 years and over
107. What is your gender?
<sup>1</sup> Male
<sup>2</sup> Female
108. What is the highest level of education you have ever completed?
Secondary/high school graduation certificate or equivalent or less
Diploma or certificate from a community college, CEGEP, institute of technology, nursing school, etc. or Trades certificate or diploma
University certificate or diploma below bachelor level
Bachelor's degree (e.g. B.A., B.Sc., etc.), university certificate or diploma above bachelor level
including Master's degree (e.g. M.A., M.Sc., M.Ed.) or professional degree (e.g. LL. B., degree in medicine, dentistry, veterinary medicine or optometry (M.D., D.D.S., D.M.D., D.V.M., O.D.)) or earned doctorate (e.g. Ph.D., D.Sc., D.Ed.)

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109. What is your first official language?
<sup>1</sup> C English
<sup>2</sup> French
110. Are you an Aboriginal person (North American Indian/First Nations, Métis, Inuit)?
<sup>1</sup> O Yes
<sup>2</sup> O No
111. Are you a person with a disability? (Persons with disabilities means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who consider themselves to be disadvantaged in employment by reason of that impairment, or believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.) Yes No
<ul> <li>112. Are you a member of a visible minority group? (For example, Black, Chinese, Filipino, Japanese, Korean, South Asian/East Indian, Southeast Asian, Non-White West Asian, North African or Arab, Non-White Latin American, person of mixed origin (with one parent in one of the visible minority groups in this list), or other visible minority group.)</li> <li>1 Yes</li> <li>2 No</li> </ul>

Thank you for your cooperation in filling out this questionnaire about your work world. Your views are very important and are essential to the renewal of the public service.

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