

What is a work pattern assessment?

The work pattern assessment is an employee engagement survey that will help you better understand where and how your employees do their work, what attributes of a work environment are important to them to do their best work and what degree of mobility they might want in the future.

When should my agency undertake a work pattern assessment?

You should administer the work pattern survey whenever you are considering a change to a work environment. This may include a relocation, expansion, new space or a major reconfiguration.

What are the results?

The analysis prepared from the survey data will provide information in three areas:

- 1. Current and future degree of mobility**
 - % of employees that are deskbound
 - % of employees that are residents
 - % of employees that are internally mobile
 - % of employees that are externally mobile
 - % of employees who want to telework by frequency
 - % of employees who want to be mobile
- 2. Mode of work**
 - % of employees who conduct primarily concentrative work
 - % of employees who conduct primarily interactive work
- 3. Most important features of the work environment**
 - A roll up of the top six features for the respondents

How do I use the information from the survey?

You should use this information to engage managers and staff about how they work. The survey results will provide opportunities for in-depth conversations about social office norms and behaviors, the state of technology tools and building an ideal work environment. These discussions are part of the participatory design process.

This tool aids in developing design solutions that align the work with the workplace, including determining the assignment of seats-to-users and potential for mobility, and establishing the variety of work spaces required to foster current and future workplace behaviors.

TO SET UP A SURVEY SEND YOUR REQUEST TO:

OFMFacilitiesOversig@OFM.WA.GOV

FOR MORE INFORMATION ABOUT THIS TOOL AND PROCESS CONTACT:

Brooke Hamilton, Statewide Workplace Strategist

brooke.hamilton@ofm.wa.gov

360-819-0540