Public Service Employee Survey 2011

Confidential when completed

Français au verso

To all employees:

We are pleased to invite you to participate in the fifth Public Service Employee Survey. This is an important opportunity to express your views about your workplace.

This survey is about what matters to you. Your input is very important since it will help your organization maintain a healthy and productive work environment and will impact your organization's performance evaluation.

Your participation is voluntary and **your responses are anonymous**. The completed surveys are collected directly by Statistics Canada and are protected under the *Statistics Act*. No one, including your immediate supervisor, will have access to your responses. To further ensure confidentiality, your responses will be added to those of others and will be summarized in tables and graphs. You will not be identified in any way.

The survey takes approximately 20 minutes to complete. Your responses should reflect your work environment on the day that you complete the survey. Please note that you have until **September 30**, **2011** to complete and return the questionnaire.

We appreciate you taking the time to share your views. Your opinion matters and contributes to creating a workplace of choice.

Daphne Meredith

Chief Human Resources Officer

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Treasury Board of Canada Secretariat

Wayne R. Smith Chief Statistician Statistics Canada

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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, please visit the Internet site at http://www.tbs-sct.gc.ca/survey-sondage or call free of charge at 1-877-949-9492, from Canada or the United States, or E-Mail, SOS@statcan.gc.ca. TTY/TDD: 1-855-382-7745.

111/100 . 1-055-502-77-5.

This questionnaire is available in alternative formats.

8-5300-359: 2011-07-12 SQC-SSD-040-75153





How to complete this questionnaire

Use a black or blue pen to:

Mark a circle 🗸

OR Print in a box AB



My	Job World							
		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
1.	I have the materials and equipment I need to do my job.	1	2	3	4	5	7	6
2.	The material and tools provided for my work, including software and other automated tools, are available in the official language of my choice.	1	2	3	4	5	7	6
3.	When I prepare written materials, including electronic mail, I feel free to use the official language of my choice.	1	2	3	4	5	7	6
4.	My job is a good fit with my interests.	1	2	3	4	5	7	6
5.	I have support at work to balance my work and personal life.	1	2	3	4	5	7	6
6.	I feel I can claim overtime compensation (in money or in leave) for the overtime hours that I work.	1	2	3	4	5	7	6
7.	Overall, I like my job.	1	2	3	4	5	7	6
8.	I get a sense of satisfaction from my work.	1	2	3	4	5	7	6
9.	I receive meaningful recognition for work well done.	1	2	3	4	5	7	6
10.	I know how my work contributes to the achievement of my department's or agency's goals.	1	2	3	4	5	7	6
11.	I am willing to put in the extra effort to get the job done.	1	2	3	4	5	7	6

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		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
12.	In my department or agency, I have the opportunities I need to implement ideas on how to improve my work.	1	2	3	4	5	7	6
13.	Subject to operational requirements, my immediate supervisor supports the use of flexible work arrangements (e.g., flexible hours, compressed work weeks, telework).	1	2	3	4	5	7	6
14.	I am proud of the work that I do.	1	2	3	4	5	7	6
15.	I have opportunities to provide input into decisions that affect my work.	1	2	3	4	5	7	6
		Always/ Almost always	Often	Sometime	Rarely	Never/ Almost never	Don't know	Not applicable
16.	I am encouraged to be innovative or to take initiative in my work.	1	2	3	4	5	7	6
17.	I can complete my assigned workload during my regular working hours.	1	2	3	4	5	7	6
18.	I feel that the quality of my work suffers because of a. constantly changing priorities	1	2	3	4	5	7	6
	b. lack of stability in my department or agency	1	2	3	4	5	7	6
	c. too many approval stages	1	2	3	4	5	7	6
	d. unreasonable deadlines	1	2	3	4	5	7	6
	e. having to do the same or more work, but with fewer resources	1	2	3	4	5	7	6
	f. high staff turnover	1	2	3	4	5	7	6

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My Skills and Career							
	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
19. My job is a good fit with my skills.	1	2	3	4	5	7	6
20. I get the training I need to do my job.	1	2	3	4	5	7	6
21. The training offered by my department or agency is available in the official language of my choice.	1	2	3	4	5	7	6
22. My department or agency does a good job of supporting employee career development.	1	2	3	4	5	7	6
23. I believe I have opportunities for promotion within my department or agency, given my education, skills and experience.	1	2	3	4	5	7	6

Mv	Work Unit							
		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
24.	I have positive working relationships with my co-workers.	1	2	3	4	5	7	6
25.	During meetings in my work unit, I feel free to use the official language of my choice.	1	2	3	4	5	7	6
26.	I am satisfied with the way in which informal complaints on workplace issues are resolved in my work unit.	1	2	3	4	5	7	6
27.	In my work unit, every individual, regardless of race, colour, gender or disability would be/is accepted as an equal member of the team.	1	2	3	4	5	7	6
28.	I have support at work to provide a high level of service.	1	2	3	4	5	7	6
29.	My physical environment (office, workspace, etc.) is suitable for my job requirements.	1	2	3	4	5	7	6

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Com	nmunication with my Immed	iate Su	pervis	or				
		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
n	receive useful feedback from my immediate supervisor on my ob performance.	1	2	3	4	5	7	6
	can count on my immediate supervisor o keep his or her promises.	1	2	3	4	5	7	6
ir	My immediate supervisor keeps me nformed about the issues affecting my work.	1	2	3	4	5	7	6
ir	When I communicate with my mmediate supervisor, I feel free to use the official language of my choice.	1	2	3	4	5	7	6
n	My immediate supervisor assesses my work against identified goals and objectives.	1	2	3	4	5	7	6

Staffing	•	, >	,				
	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
35. In my work unit, I believe that we hire people who can do the job.	1	2	3	4	5	7	6
36. In my work unit, the process of selecting a person for a position is done fairly.	1	2	3	4	5	7	6

My Organization (Department or Agency)										
	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable			
37. My department or agency does a good job of communicating its vision, mission and goals.	1	2	3	4	5	7	6			
38. My department or agency reviews and evaluates the progress towards meeting its goals and objectives.	1	2	3	4	5	7	6			
39. Employees in my department or agency carry out their duties in the public's interest.	1	2	3	4	5	7	6			

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		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
40.	If I am faced with an ethical dilemma or a conflict between values in the workplace, I know where I can go for help in resolving the situation.	1	2	3	4	5	7	6
41.	Discussions about values and ethics occur in my workplace.	1	2	3	4	5	7	6
42.	Senior managers in my organization lead by example in ethical behaviour.	1	2	3	4	5	7	6
43.	I feel I can initiate a formal recourse process (grievance, complaint, appeal, etc.) without fear of reprisal.	1	2	3	4	5	7	6
44.	I have confidence in the senior management of my department or agency.	1	2	3	4	5	7	6
45.	Senior management in my department or agency makes effective and timely decisions	1	2	3	4	5	7	6
46.	I believe that senior management will try to resolve concerns raised in this survey.	1	2	3	4	5	7	6
47.	Essential information flows effectively from senior management to staff.	1	2	3	4	5	7	6
48.	I think that my department or agency respects individual differences (e.g., culture, work styles, ideas, etc.).	1	2	3	4	5	7	6
49.	Overall, my department or agency treats me with respect.	1	2	3	4	5	7	6
50.	My department or agency is committed to creating a diverse workforce.	1	2	3	4	5	7	6
51.	I would recommend my department or agency as a great place to work.	1	2	3	4	5	7	6
52.	I am satisfied with my department or agency.	1	2	3	4	5	7	6
53.	I would prefer to remain with my department or agency, even if a comparable job was available elsewhere in the federal Public Service.	1	2	3	4	5	7	6

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Retention								
54. Do you intend to leave your current positio	n in the n	ext two ye	ars?					
1 Yes								
No - Go to question 57								
Not sure - <i>Go to question 56</i>								
55. Please indicate reason for leaving. (Mark	one only)							
¹ To retire								
To pursue another position within m	v denartm	ent or and	ancv					
To pursue a position in another department			люу					
Other								
Ottlei								
	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable	
56. At the present time, I am actively searching for another position.	1	2	3	4	5	7	6	
57. Are you a supervisor?								
1 Yes								
No - Go to question 59								
	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable	
58. In my work unit, there are effective mechanisms in place to deal with poor performers (applicable to supervisors only).	1	2	3	4	5	7	6	
Harassment								
Harassment is any improper conduct by an individual, that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. It includes harassment within the meaning of the <i>Canadian Human Rights Act</i> .								
59. After having read the definition of harassm harassment on the job?	ent, in the	e past two	years, ha	ave you be	een the vi	ctim of		
Never - Go to question 61								
² Once or twice								
More than twice								

	Never	Once or twice	More than twice	Not applicable
60. From whom did you experience harassment on the job? a. Co-workers	1	2	3	6
b. Individuals with authority over me	1	2	3	6
c. Individuals working for me	1	2	3	6
d. Individuals for whom I have a custodial responsibility (e.g., inmates, offenders, patients, detainees)	1	2	3	6
e. Individuals from other departments or agencies	1	2	3	6
f. Members of the public (individuals or organizations)	1	2	3	6

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
61. My department or agency works hard to create a workplace that prevents harassment.	10	2	3	4	5	7	6

L	abour Management Relations							
		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
6	2. I am familiar with the provisions of my collective agreement.	1	2	3	4	5	7	6
6	3. The union-management consultation process has been effective in addressing issues in my workplace.	1	2	3	4	5	7	6
6	4. My immediate supervisor understands and respects the provisions of my collective agreement.	1	2	3	4	5	7	6
6	5. Senior managers respect the provisions of my collective agreement.	1	2	3	4	5	7	6

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Discrimination

Discrimination means to treat someone differently or unfairly because of a personal characteristic or distinction which, whether intentional or not, has an effect which imposes disadvantages not imposed upon others or which withholds or limits access to other members of society. There are eleven prohibited grounds under the *Canadian Human Rights Act*: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, mental or physical disability and pardoned conviction.

66. After having read the definition of discrimination, in the past two years, have you been the victim of

	discrimination on the job?		•		
	Never – <i>Go to Question 69</i>				
	Once or twice				
	More than twice				
		Never	Once or twice	More than twice	Not applicable
67.	From whom did you experience discrimination on the job?				
	a. Co-workers	1	2	3	6
	b. Individuals with authority over me	1	2	3	6
	c. Individuals working for me	1	2	3	6
	d. Individuals for whom I have a custodial responsibility (e.g., inmates, offenders, patients, detainees)	1	2	3	6
	e. Individuals from other departments or agencies	1	2	3	6
	f. Members of the public (individuals or organizations)	1	2	3	6
		Never	Once or twice	More than twice	Not applicable
68.	Please indicate the type of discrimination you experienced. (Mark all that apply).				
	a. Race	1	2	3	6
	b. National or ethnic origin	1	2	3	6
	c. Colour	1	2	3	6
	d. Religion	1	2	3	6
	e. Age	1	2	3	6
	f. Sex	1	2	3	6
	a	Question 68	continues o	n the next p	page →

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				Never	One or tw	-	More an twice	Not applicable
	g. Sexual orientation			1	2		3	6
	h. Marital status			1	2		3	6
	i. Family status			1	2		3	6
	j. Mental or physical disability			1	2		3	6
	k. Pardoned conviction			1	2		3	6
		Strongly agree	Somewhat agree	Neither agree nor	Somewhat disagree	Strongly		Not applicable
69.	My department or agency works hard to create a workplace that prevents discrimination.	1	2	disagree	4	5	7	6
На	rassment and Discrimination				/			
		Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know	Not applicable
70.	I am satisfied in the way in which my department or agency responds to matters related to harassment and discrimination.	1	2	3	4	5	7	6
71.	I am satisfied in the way in which my work unit responds to matters related to harassment and discrimination.	1	2	3	4	5	7	6
Ge	neral Information							
72.	Question 72 is not applicable to the paper	question	naire.					
73.	In which organizational unit are you curren (Please select your unit from the organization) Code			led.)				
74.	I am currently a shift worker.							
	1 Yes							
	² No							

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75.	Do you	currently work according to any of the following alternate working	g arı	range	ements	?		
	a. Con	npressed work week	1		Yes	2	١	No
	b. Flex	tible work schedule (i.e., variable start and end times)	1		Yes	2	1	No
	c. Tele	work	1	•	Yes	2	ı	No
	d. Job	sharing	1		Yes	2	١	No
	e. Inco	ome averaging	1		Yes	2	ı	No
76	l am a t	full-time (i.e., 30 hours or more per week) or part-time worker.						
70.		idili dilic (i.o., co ficulo di filoto poi week) di part dilic worker.						
	1	Full-time						
	2	Part-time						
77.	(If you	current job, how many supervisors have you had in the last three have been in your current job for less than three years, please re r of supervisors you have had since you started your current job.	port					
	1	One						
	2	Two						
	3	Three or more						
		Three of more						
78.	In the r	past three years, how many promotions have you had?						
	,							
	1	None						
	2	One						
	3	More than one						
	7							
79.		, how many years have you been at your current group and level? e include any acting position.)	?					
	1	Less than 1 year						
		If one or more years, please indicate the number of years						

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001 AB	017 CIV	033 EU	of the acting position.	065 OP	081 SE
002 AC	018 CO	034 EX	050 IS	066 PC	082 SG
003 AD	019 CR	035 FB	051 LA	067 PE	083 SI
004 AG	020 CS	036 FI	052 LI	068 PG	084 SO
005 AI	021 CX	037 FO	053 LS	069 PH	085 SP
006 AO	022 DA	038 FR	054 MA	070 PI	086 SR
007 AR	023 DD	039 FS	055 MD	071 PL	087 ST
008 AS	024 DE	040 FT	056 MDMDG	072 PM	088 STDN
009 AU	025 DM	041 GA	057 MG	073 PR	089 SW
010 BI	026 DS	042 GL	058 MT	074 PS	090 TC
011 CH	027 EC	043 GS	059 NB	075 PY	091 TI
012 CIASC	028 ED	044 GT	060 ND	076 RE	092 TR
013 CIEXC	029 EG	045 HP	061 NU	077 RL	093 UNI
014 CIPTC	030 EL	046 HR	062 OC	078 REG	094 UT
015 CISPC	031 EN	047 HS	063 OE	079 RO	095 VM
016 CM	032 ES	048 IM	064 OM	080 SC	096 WP
					097 Other
I. Please indicate (If you are in an		specify the level of	the acting position.)		
	(e.g., for FI-03, ir	ndicate 0 3)		

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82. With which area of work do you most closely identify in relation to your current job? (Mark one only).	
O1 Access to information and privacy	
Government and Information Technology security	
⁰³ Information management	
⁰⁴ Information technology	
⁰⁵ Finance	
⁰⁶ Internal audit	
Procurement, real property and material management	
⁰⁸ Evaluation	
Human resources	
10 Communications	
Science and technology	
Federal regulators	
Health care practitioners	
Legal services	
15 Inspection and enforcement	
Client contact centre	
Administration and operations	
Other direct services to the public	
19 Other	
83. In total, how many years have you been working for the Public Service?	
1 Less than 1 year	
If one or more years, please indicate the number of years	
84. What is your current employee status?	
1 Indeterminate (permanent)	
² Seasonal	
3 Term	
4 Casual	
5 Student	
6 Contracted via temporary help services agency	
Governor-in-council appointment	
Other (e.g., minister's exempt staff)	

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85.	Wh	nat is	your first official language?
	1		English
	2		French
86.	Wh	nat a	re the language requirements of your position?
	1		Bilingual
	2		Unilingual English
	3		Unilingual French
	4		Either English or French
87.			occupy a position in which you provide services directly to the public as a regular your job?
	1		Yes
	2		No - Go to question 89
22	In v	what	official language(s) do you provide services to the public?
00.	1	wiiat	
	2		English only
	3		French only Rath Facilish and Franch
			Both English and French
89.	ln ۱	which	n province or territory do you work? (Mark one only.)
	01		National Capital Region Go to question 91
	02		Ontario (excluding National Capital Region)
	03		Quebec (excluding National Capital Region) Go to question 90
	04		Northwest Territories
	05		Nunavut
	06		Yukon
	07		British Columbia
	08		Alberta
	09		Saskatchewan Foo to question 91
	10		Manitoba
	11		New Brunswick
	12		Nova Scotia
	13		Prince Edward Island
	14		Newfoundland and Labrador
	15		Outside Canada

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90.	Do you work in a designated bilingual area of Quebec or Ontario?
	Bilingual regions of Montréal, the Eastern Townships or the Gaspé area
	Eastern or Northern Ontario
	I do not work in one of these areas
91.	What is your age group?
	24 years and under 6 45 to 49 years
	² 25 to 29 years ⁷ 50 to 54 years
	30 to 34 years 8 55 to 59 years
	35 to 39 years 9 60 years and over
	5 40 to 44 years
92.	What is your gender?
	¹ Male
	² Female
93.	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 a trades certificate or diploma
	University certificate or diploma below the bachelor's level
	Bachelor's degree (e.g., BA, BSc)
	University certificate or diploma above the bachelor's level including Master's degree (e.g., MA, MSc, MEd) or professional degree (e.g., LLB, degree in medicine, dentistry,
	veterinary medicine or optometry [MD, DDS, DMD, DVM, OD]) or earned doctorate (e.g., PhD, DSc, DEd)
94.	Are you an Aboriginal person?
	(An Aboriginal person is a North American Indian or a member of a First Nation, a Métis or an Inuk (Inuit). North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.)
	¹ Yes
	² No

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95.	Are you a person with a disability?
	(A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself or herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him or her 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.)
	1 Yes
	² No
96.	Are you a member of a visible minority group?
	(A member of a visible minority in Canada may be defined as someone (other than an Aboriginal person) who is non-white in colour/race, regardless of place of birth. 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.)
	1 Yes
	² No
97.	Did you complete and return a questionnaire in the last Public Service Employee Survey (2008)?
	1 Yes
	² No

Thank you for your co-operation in completing this questionnaire about your work world.

Your views are essential to the renewal of the Public Service.

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