



## WORK ENVIRONMENT of Administrative and Service Staff

As a person working at the University of Zaragoza, please express your level of satisfaction by grading your satisfaction from 1 (very unsatisfied) to 5 (very satisfied).

### WORK PERFORMANCE

1. Adequacy of tasks I perform and work functions are satisfactory
2. Workload is satisfactory
3. Adequacy of tasks I perform according to my skills is satisfactory
4. Information I receive to perform my work and tasks is satisfactory
5. Relationship with people we deal with in the unit is satisfactory

### WORK PLAN

6. Work organization and management are satisfactory
7. Burden-sharing between co-workers in the unit is satisfactory
8. The head of the unit/working area... encourages us to participate in decision-making and in assuming new skills and responsibilities in a satisfactory manner

### CONDITIONS FOR DEVELOPMENT OF WORK

9. Working conditions of the workplace (lighting, temperature, ventilation, noise...) are satisfactory
10. Technical resources, materials, etc. at disposal to perform my work are satisfactory
11. Prevention functioning of risks in the unit (information and training regarding risks, measures of preventions, personal protection team) is satisfactory
12. Permissions, leaves, and rest periods allowed are satisfactory
13. Reconciliation measures of family and working life applied by the University (maternity or adoption leaves, breastfeeding leaves, worktime reduction...) are satisfactory
14. Means and resources at disposal to serve the public, where appropriate, are satisfactory

### TRAINING

15. Provision of courses on request is satisfactory
16. The possibility of accessing training courses not included in the University Plan (other courses, conferences, congresses...) is satisfactory
17. The possibility of making useful training proposals to perform the work is satisfactory
18. The educational offer for career advancement is satisfactory
19. Usefulness of the training received to perform my work is satisfactory

20. Missing specific training related to: [open question]

#### CO-WORKERS AND COMMUNICATION

21. Professional relationship with co-workers of the unit is satisfactory

22. Professional relationship with co-workers of other units we usually collaborate with is satisfactory

23. Communication fluidity in my unit is satisfactory

24. The level of communication level with people in charge of the unit is satisfactory

#### INVOLVEMENT

25. Teamwork in the unit is encouraged and performed in a satisfactory manner

26. The possibilities to participate in the review and improvement of the unit processes and procedures are satisfactory

27. The acceptance of improvement proposals I make is satisfactory

#### PROMOTION AND RECOGNITION

28. Professional recognition by superiors is satisfactory

29. Professional recognition by co-workers is satisfactory

30. Promotion possibilities and opportunities for job changes are satisfactory

31. Possibilities for professional development are satisfactory

32. The functioning of the selection processes I participated in is satisfactory

#### REMUNERATION AND SOCIAL ACTION

33. Remuneration is satisfactory

34. The remuneration I receive, compared to other positions at the University is satisfactory

35. Social benefits established by the University (holiday exchange, retirement bonuses, pension schemes, old age adjustment, promotion of sporting and cultural activities, etc.) are satisfactory

#### OVERALL ASSESSMENT

36. The work I perform is satisfactory

37. My current level of motivation is satisfactory

38. Working at the University of Zaragoza is a source of pride and satisfaction

39. Comments and suggestions