



Arbeidsmiljø- og arbeidsklimaundersøkelser

Welcome to ARK-KIWEST - Working Environment Surveys for Universities and University Colleges

You agree to participate in the survey by answering the questions and submitting the form by clicking "Send" on the last page. If you wish to withdraw from the survey after submitting your answers, please contact ark-kontakt@ntnu.no, referring to the email address to which the invitation to participate in the ARK survey was sent. One week after the reply deadline, respondents' email addresses will be removed from the survey answers, after which it will no longer be possible to withdraw.

We will send two reminders before data collection ends.

The Norwegian University of Science and Technology (NTNU) is responsible for the data collection and storage.

Answer this survey as employee at unit:

The name of the unit you should think about when replying, will be merged here

Leaders and Colleagues

On the scale from 1 to 5, how well do the following statements describe conditions at your unit?

Your unit is listed on the first page of this form.

'The unit management' refers to all members of the unit management that you relate to in your daily work.

| | To a very low degree 1 | 2 | 3 | 4 | To a very high degree 5 |
|---|------------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|
| My work is recognized and appreciated by the unit management | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I am respected by the unit management | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I am treated fairly by the unit management | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I talk with the unit management about how they can help me perform well at work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The unit management expresses confidence in my skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The unit management facilitates the development of my autonomy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The unit management facilitates the development of my competence | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The unit management makes me feel competent | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The unit management spends time listening to me | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Leaders and Colleagues

To what extent do you agree or disagree with the following statements about conditions at your unit?

| | Strongly disagree 1 | 2 | 3 | 4 | Strongly agree 5 |
|---|---------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| I know what channels to use to influence decisions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| It is easy to acquire the information I need to do a good job | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I keep informed about important decisions that affect my work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| We have efficient routines for the flow of information | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| We are encouraged to participate when important decisions are made | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| We are encouraged to express our views on planned decisions that affect our work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Only people in the management are involved in decisions that affect the unit's work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| In my unit, no one listens to new suggestions and ideas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My unit is flexible and constantly adapts to new ideas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My unit is open and adapts to changes | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

You and your Colleagues

How often do the following statements apply to conditions at your unit?

| | Very rarely 1 | 2 | 3 | 4 | Very often 5 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| There a good atmosphere between my colleagues and myself | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| There is a good sense of fellowship at my unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel that I am a part of a community at my unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| At my unit, we share thoughts and ideas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| At my unit, we share knowledge and experience | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I get the help and support I need from my colleagues | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I help my colleagues succeed in their work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My colleagues are willing to listen when I face problems in my work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I take on tasks without being asked | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I help others in my unit with tasks that are actually their own responsibility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I assist my colleagues, even when it strictly speaking is not part of my job | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

You and your Colleagues

How often do the following statements apply to conditions at your unit?

If your unit does not have both technical/administrative and academic personnel, please select 'Not applicable'.

| | Very rarely 1 | 2 | 3 | 4 | Very often 5 | Not applicable |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Cooperation between administrative and academic personnel works well at our unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Cooperation between technical and academic personnel works well at our unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

To what extent do you agree or disagree with the following statements about conditions at your unit?

| | Strongly disagree 1 | 2 | 3 | 4 | Strongly agree 5 |
|---|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Generally, we have a respectful social atmosphere | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| In case of irregularities, we address the problem directly with the person involved | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| In our unit, we address difficult issues as soon as possible | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know what to do if I or a colleague is subjected to bullying, harassment or other unacceptable behavior | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| We have clear guidelines on how to proceed if someone is subjected to bullying or harassment | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| My work is hampered by power struggles at the unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| In my unit, intrigues impair the work climate | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| In my unit, there is a great deal of tension due to prestige and interpersonal conflicts | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Rude behaviour is not accepted at the unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Angry outbursts are not tolerated at the unit | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The working climate at my unit is characterized by distrustfulness and suspiciousness | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The working climate at my unit is characterized by rigidity and inflexibility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

You and your Job

To what extent do you agree or disagree with the following statements?

| | Strongly disagree 1 | 2 | 3 | 4 | Strongly agree 5 |
|---|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| What is expected of me at work is clearly expressed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have a clear understanding of which tasks constitute my job | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel that the objectives of my work are diffuse and unclear | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My job offers me a sufficient degree of influence | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| | Strongly disagree 1 | 2 | 3 | 4 | Strongly agree 5 |
|---|---------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| I can decide for myself how to organize my work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| There is room for me to take my own initiatives at work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I manage my working situation in the direction I want | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My work tasks are in themselves an important driving force in my job | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My work tasks are fun | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My work is so interesting that it is strongly motivating in itself | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sometimes I am so inspired by my work that I become oblivious to things around me | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel certain about what my responsibilities are | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have a clear understanding of the goals and objectives of my work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know which tasks to prioritize when there is a shortage of time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know what my responsibilities are | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

How often do the following statements apply to your working conditions?

| | Very rarely 1 | 2 | 3 | 4 | Very often 5 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I must do things I feel should have been done in a different way | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I am given assignments without adequate resources to complete them | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I receive incompatible requests from two or more people | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My job involves tasks that are in conflict with my personal values | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I get the administrative support I need in my daily work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I get the technical support I need in my daily work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| There is a well-balanced relationship between the performance demands of my job and my ability of meeting them | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Stress at work makes me irritable at home | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My job makes me feel too tired to do the things that need attention at home | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Job worries or problems distract me when I am at home | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have too much work and too little time to do it | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I feel as if I am never off work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have a bad feeling when I think about my job | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

How well do the following statements describe your working conditions?

| | | | | | |
|--|------------------------------|-----------------------|-----------------------|-----------------------|-------------------------------|
| | To a very low degree 1 | 2 | 3 | 4 | To a very high degree 5 |
| My work tasks are meaningful | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel that the work I do is important | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel motivated and engaged in my work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Initiatives are appreciated, so that one feels encouraged to take on new challenges | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My work allows me to make use of my knowledge and skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I gladly tell others about my workplace | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I would recommend a close friend to apply for a position at my workplace | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My workplace is of great personal significance to me | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I get the training I need when new technology or new administrative systems are introduced | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My job offers good opportunities for professional development | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Background Information

Your sex:

Your age:

☐ Under 30 years

☐ 30 - 39 years

☐ 40 - 49 years

☐ 50 - 59 years

☐ 60 years or more

Job category:

☐ Academic (Research and/or teaching)

☐ Research fellow (doctoral student/candidate)

☐ Technical personnel

☐ Administrative personnel

☐ Unit leader (rectorate, dean, head of dept., director, head of section etc.)

Terms of employment:

☐ Permanent

☐ Temporary

Percentage of full-time position:

☐ Under 25%

☐ 25% - 49%

☐ 50%

☐ 51% - 99%

☐ 100%

Current unit employment time:

☐ Under 5 years

☐ 5 - 9 years

☐ 10 years or more

Employee appraisal interview ('medarbeidersamtale')

Have you had an employee appraisal interview ('medarbeidersamtale') during the last 12 months?

- ☐ Yes
- ☐ No
- ☐ Not relevant (due to leave or because I was recently employed)

| | A waste of time 1 | 2 | 3 | 4 | Well spent time 5 |
|---|-------------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| How do you feel about the employee appraisal interview(s) you have had during the last 12 months? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Working hours

What kind of working hours arrangement do you have?

- ☐ Clearly defined fixed or flexible working hours (applies to almost all technical/administrative staff, including research assistants)
- ☐ 'Independent position' without clearly defined working hours (applies to academic personnel, including research fellows, rectorate, deans and some others in the top management)
- ☐ Not sure / don't know

Not counting hours for which you receive compensatory time off ('avspasering'), how many hours over and beyond your agreed working hours do you normally work per week?

How many hours do you normally work per week in addition to what you find reasonable for your position?

- ☐ 0
- ☐ 1 - 5
- ☐ 6 - 10
- ☐ Over 10

Consent

I consent to the use of my answers ...

| | Yes | No |
|--|-----------------------|-----------------------|
| in this working environment survey at my institution * | <input type="radio"/> | <input type="radio"/> |
| for comparison with future working environment surveys at my institution * | <input type="radio"/> | <input type="radio"/> |
| in research in anonymised form * | <input type="radio"/> | <input type="radio"/> |

This survey may be repeated at 2 or 3 years' intervals at your institution. In order to compare results over time without personal identification, we need a code. For this purpose, we use the following information, which we ask you to kindly enter into the fields below:

The first letter of the name of the first school you went to as a child:

The first letter of the name of the town or place where you were born:

The first letter of your mother's first name:

The second letter of your father's first name: