

**Work Location and Equipment Preference Survey**

**Target survey audience:** Staff whose position has been determined to be eligible for partial or fully remote work.

**Survey Purpose:** Evaluate staff preferences and equipment readiness to work partially or fully remote.

**Sample Survey Below**

**Remote work eligibility is determined by School/Business Unit leadership.** UCI’s remote work strategy depends on many factors, including school/unit mission, objectives, services, service hours, clients, and university policies and guidelines. While we may not be able to accommodate all individual work location preferences, your feedback is important in planning for workspace and for a successful long-term hybrid workforce strategy.

**NOTE: Those who work on site less than 3 days per week may be assigned a shared or hoteling space, rather than a dedicated on-site workspace.**

Your identity will be recorded with your responses.

**QUESTION 1: Workplace Preference**

How often would you prefer to work on-site?

3 - 5 days per week on-site

1 - 2 days per week on-site

0 days per week on-site, mostly

Note any other schedule preferences:

**QUESTION 2: Remote Work Equipment**

What equipment do you use working remotely and what else, if anything, do you need?

	I have this, and it is working well	I have this, but I need additional support	I do not have this and need it	I do not need this
Laptop Computer				
Monitor(s)				
Keyboard				
Mouse				
Desk/Riser				
Chair				
Headset				

Other equipment needs:

What specifically is working well or **not** working well with your current remote working setup?

**QUESTION 3: On-site Work Equipment**

What equipment do you use working on-site and what else, if anything, do you need?

	I have this, and it is working well	I have this, but I need additional support	I do not have this and need it	I do not need this
Laptop or Desktop Computer				
Monitor(s)				
Keyboard				
Mouse				
Desk/Riser				
Chair				
Headset				

Other equipment needs:

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What specifically is working well or **not** working well with your current on-site working setup?

**QUESTION 4: On-site Work Environment**

When working on-site, what type of work environment is needed to effectively perform your role?

	All of the time	Occasionally	Rarely	N/A
Desk Space / Open environment				
Private room				
Dedicated Office				
Small meeting room (< 4 occupancy)				
Medium meeting room (< 10 occupancy)				
Large meeting room (>10 occupancy)				

Other Space needs:

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What specifically is working well or **not** working well with your current on-site working setup?