

DECISION AID

Moving from results to action

Table 4 displays your agency's positive, neutral and negative responses, presented in item order, to help your agency decide where to focus action planning efforts or to assist in evaluating action planning efforts. Comparison numbers are also listed in this table to provide more information about your agency's responses compared to 2010, as well as to the 2011 Governmentwide average.

The first three columns of results pertaining to your agency are displayed in different colors:

GREEN SHADED CELL The item is 65 percent positive or higher. This is an area of strength.

BLUE SHADED CELL The item is 30 percent neutral or higher. This is an area for more communication.

RED SHADED CELL The item is 35 percent negative or higher. This is an area of challenge.

The two columns on the right allow you to compare your agency's 2011 percent positive with your 2010 percent positive and the 2011 Governmentwide average (the comparison groups).

GREEN NUMBER Your agency's 2011 percent positive was 5 or more percentage points above the comparison percent positive.

RED NUMBER Your agency's 2011 percent positive was 5 or more percentage points below the comparison percent positive.

TABLE 4 Decision Aid

	2011 NARA %			Comparisons to % Positive	
	Positive	Neutral	Negative	'10 NARA	G'wide Average
My Work Experience					
1. I am given a real opportunity to improve my skills in my organization.	59	18	23	61	65
2. I have enough information to do my job well.	68	14	18	70	73
3. I feel encouraged to come up with new and better ways of doing things.	54	19	27	56	59
4. My work gives me a feeling of personal accomplishment.	71	14	15	72	74
5. I like the kind of work I do.	81	12	7	82	85
6. I know what is expected of me on the job.	78	11	11	80	80
7. When needed I am willing to put in the extra effort to get a job done.	96	3	1	96	97
8. I am constantly looking for ways to do my job better.	89	10	2	88	92
9. I have sufficient resources (for example, people, materials, budget) to get my job done.	50	17	33	52	48
10. My workload is reasonable.	60	17	24	58	59
11. My talents are used well in the workplace.	56	16	27	57	61

TABLE 4 Decision Aid (cont'd)

	2011 NARA %			Comparisons to % Positive	
	Positive	Neutral	Negative	'10 NARA	G'wide Average
12. I know how my work relates to the agency's goals and priorities.	80	11	8	83	85
13. The work I do is important.	90	7	3	91	92
14. Physical conditions (for example, noise level, temperature, lighting, cleanliness in the workplace) allow employees to perform their jobs well.	65	14	21	63	67
15. My performance appraisal is a fair reflection of my performance.	74	11	14	72	70
16. I am held accountable for achieving results.	83	12	5	83	84
17. I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.	59	20	22	58	63
18. My training needs are assessed.	45	27	28	47	54
19. In my most recent performance appraisal, I understood what I had to do to be rated at different performance levels (for example, Fully Successful, Outstanding).	74	11	15	76	69

My Work Unit

20. The people I work with cooperate to get the job done.	70	16	14	71	75
21. My work unit is able to recruit people with the right skills.	46	26	28	46	46
22. Promotions in my work unit are based on merit.	37	26	37	38	36
23. In my work unit, steps are taken to deal with a poor performer who cannot or will not improve.	33	28	38	35	31
24. In my work unit, differences in performance are recognized in a meaningful way.	38	28	34	37	36
25. Awards in my work unit depend on how well employees perform their jobs.	51	21	28	52	44
26. Employees in my work unit share job knowledge with each other.	67	15	17	66	73
27. The skill level in my work unit has improved in the past year.	55	28	18	53	57
28. How would you rate the overall quality of work done by your work unit?	82	14	4	82	82

My Agency

29. The workforce has the job-relevant knowledge and skills necessary to accomplish organizational goals.	64	21	15	66	73
30. Employees have a feeling of personal empowerment with respect to work processes.	38	25	37	39	48
31. Employees are recognized for providing high quality products and services.	48	22	29	51	51
32. Creativity and innovation are rewarded.	36	27	36	37	41

TABLE 4 Decision Aid (cont'd)

	2011 NARA %			Comparisons to % Positive	
	Positive	Neutral	Negative	'10 NARA	G'wide Average
33. Pay raises depend on how well employees perform their jobs.	27	27	46	28	24
34. Policies and programs promote diversity in the workplace (for example, recruiting minorities and women, training in awareness of diversity issues, mentoring).	46	30	24	48	59
35. Employees are protected from health and safety hazards on the job.	67	17	16	65	78
36. My organization has prepared employees for potential security threats.	73	15	13	65	78
37. Arbitrary action, personal favoritism and coercion for partisan political purposes are not tolerated.	48	24	29	49	52
38. Prohibited Personnel Practices (for example, illegally discriminating for or against any employee/applicant, obstructing a person's right to compete for employment, knowingly violating veterans' preference requirements) are not tolerated.	61	22	16	61	67
39. My agency is successful at accomplishing its mission.	64	22	13	66	79
40. I recommend my organization as a good place to work.	52	25	24	57	69
41. I believe the results of this survey will be used to make my agency a better place to work.	47	25	28	50	45
My Supervisor/Team Leader					
42. My supervisor supports my need to balance work and other life issues.	80	11	9	79	77
43. My supervisor/team leader provides me with opportunities to demonstrate my leadership skills.	63	18	18	64	67
44. Discussions with my supervisor/team leader about my performance are worthwhile.	63	19	18	63	63
45. My supervisor/team leader is committed to a workforce representative of all segments of society.	63	25	12	62	66
46. My supervisor/team leader provides me with constructive suggestions to improve my job performance.	60	19	21	60	62
47. Supervisors/team leaders in my work unit support employee development.	64	19	17	62	67
48. My supervisor/team leader listens to what I have to say.	73	14	13	75	75
49. My supervisor/team leader treats me with respect.	79	11	10	79	80
50. In the last six months, my supervisor/team leader has talked with me about my performance.	75	11	14	78	77
51. I have trust and confidence in my supervisor.	63	18	18	66	67
52. Overall, how good a job do you feel is being done by your immediate supervisor/team leader?	67	20	13	68	69

TABLE 4 Decision Aid (cont'd)

	2011 NARA %			Comparisons to % Positive	
	Positive	Neutral	Negative	'10 NARA	G'wide Average
Leadership					
53. In my organization, leaders generate high levels of motivation and commitment in the workforce.	36	27	37	37	45
54. My organization's leaders maintain high standards of honesty and integrity.	48	27	26	49	57
55. Managers/supervisors/team leaders work well with employees of different backgrounds.	55	25	20	56	65
56. Managers communicate the goals and priorities of the organization.	56	21	23	57	64
57. Managers review and evaluate the organization's progress toward meeting its goals and objectives.	57	25	19	59	64
58. Managers promote communication among different work units (for example, about projects, goals, needed resources).	43	24	33	44	55
59. Managers support collaboration across work units to accomplish work objectives.	46	26	29	47	58
60. Overall, how good a job do you feel is being done by the manager directly above your immediate supervisor/team leader?	53	26	21	53	58
61. I have a high level of respect for my organization's senior leaders.	45	26	29	49	57
62. Senior leaders demonstrate support for Work/Life programs.	49	30	21	50	55
My Satisfaction					
63. How satisfied are you with your involvement in decisions that affect your work?	45	23	31	50	53
64. How satisfied are you with the information you receive from management on what's going on in your organization?	47	26	28	48	51
65. How satisfied are you with the recognition you receive for doing a good job?	49	22	29	51	51
66. How satisfied are you with the policies and practices of your senior leaders?	37	31	33	40	46
67. How satisfied are you with your opportunity to get a better job in your organization?	30	27	42	36	40
68. How satisfied are you with the training you receive for your present job?	48	28	25	51	55
69. Considering everything, how satisfied are you with your job?	63	19	18	65	71
70. Considering everything, how satisfied are you with your pay?	56	16	28	57	62
71. Considering everything, how satisfied are you with your organization?	49	25	25	53	62

WORK/LIFE PROGRAMS

FIGURE 4 Eligibility to Telework (Question 72)

Have you been notified that you are eligible to telework? Telework means working at a location other than your normal work site during your regular work hours (excludes travel).

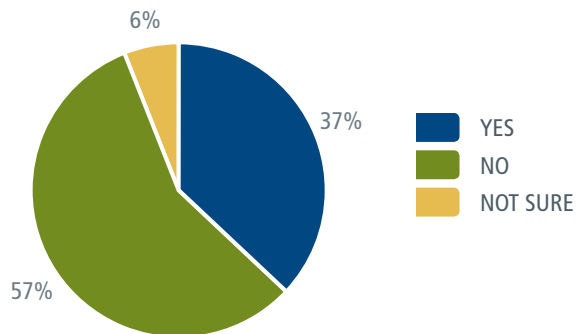
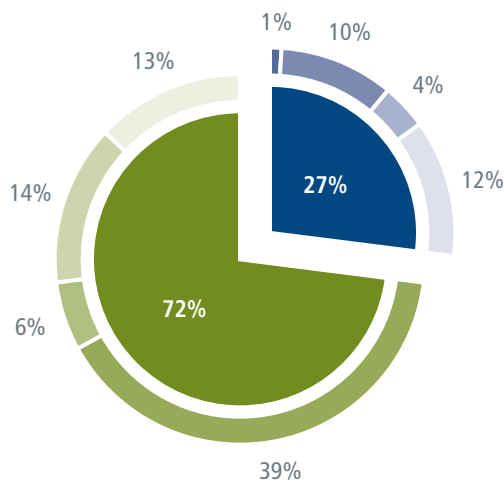
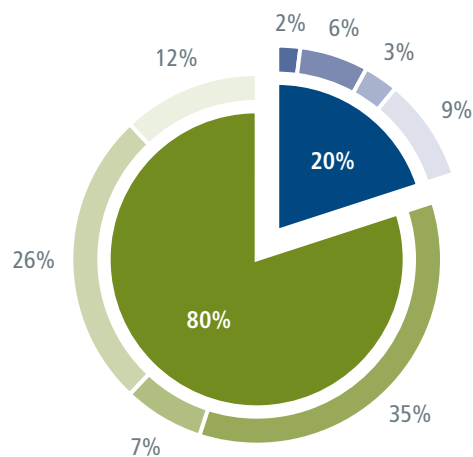


FIGURE 5 Your Agency's Teleworking Situation (Question 73)



NARA



GOVERNMENTWIDE

TELEWORK

- I telework 3 or more days per week.
- I telework 1 or 2 days per week.
- I telework, but no more than 1 or 2 days per month.
- I telework very infrequently, on an unscheduled or short-term basis.

DO NOT TELEWORK

- I do not telework because I have to be physically present on the job (e.g., Law Enforcement Officers, Park Rangers, Security Personnel).
- I do not telework because I have technical issues (e.g., Connectivity, inadequate equipment) that prevent me from teleworking.
- I do not telework because I did not receive approval to do so, even though I have the kind of job where I can telework.
- I do not telework because I choose not to telework.

Note: The sum of percentages may not add to 100 due to rounding