

Age: \_\_\_\_\_

Gender:  male  female

Education: \_\_\_\_\_ Qualifications: \_\_\_\_\_

Position:  worker  specialist  administrative staff member  manager\*  project manager

Industry/business sector: \_\_\_\_\_

Organization: \_\_\_\_\_; Unit/department: \_\_\_\_\_

Indicate the approximate number of people in your organization: \_\_\_\_

Indicate the approximate number of people in your work unit: \_\_\_\_

How many years have you worked in your current organization? \_\_\_\_

How many years have you worked in your current position? \_\_\_\_

What kind of employment contract do you have?

- An indefinite contract
- A fixed-term contract
- A temporary employment agency contract
- An apprenticeship or other training scheme
- No contract
- Other

What is your current work arrangement? (PLEASE TICK ALL THAT APPLY):

- Professional/independent consultancy
- Independent contractor
- Floating (regularly moving between workplaces)
- Working for your employer's subsidiary
- In-house temporary
- Seasonal work
- Working for a subcontractor
- Working for a temp agency

How many hours do you normally work per week? \_\_\_\_

Have you had experiences with job loss?  no  yes

If yes, what year was it? \_\_\_\_\_ Was the job loss voluntary  or involuntary ?

If yes, what was your longest period of unemployment? \_\_\_\_\_

How many times have you changed the employing organization? \_\_\_\_\_

Given your profession, position, and country, do you consider your salary to be:

far below average      below average      average      above average      far above average

                                                                                                                                                      

Do you live with a partner?  no  yes

Do you currently have dependants living with you?  no  yes

What is your share of the domestic and family responsibilities?

- I have the primary share of domestic and family responsibilities.
- I share approximately half of the domestic and family responsibilities.
- I have approximately one quarter of the domestic and family responsibilities.
- I have only a few regular tasks to perform.
- I perform none or very few of these tasks.

Please indicate your national origin \_\_\_\_\_ and mother tongue: \_\_\_\_\_

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\* a manager is an employee who has at least three subordinates

Have any of following changes occurred in your workplace during the last <b>two</b> years:			
1.	enterprise sold	no	yes
2.	department/unit sold	no	yes
3.	closing down of production department or work unit	no	yes
4.	combining or separating units or divisions	no	yes
5.	restructuring of core production or service systems	no	yes
6.	production cut-offs	no	yes
7.	significant change in product or service focus	no	yes
8.	outsourcing of work	no	yes
9.	changes in management system	no	yes
10.	changes in the hierarchical structure of the organization	no	yes
11.	one-time layoffs	no	yes
12.	systematic layoffs	no	yes
13.	staff employed on a fix-term basis	no	yes
14.	initiatives related to the companies stated mission or values	no	yes

As a consequence of changes mentioned above,			
15.	has your employment contract changed?	no	yes
16.	- please specify the change: _____		
17.	has the number of working hours changed?	no	yes
18.	- please specify how: _____		
19.	were you forced to go on paid temporal leave?	no	yes
20.	were you forced to go on unpaid temporal leave?	no	yes
21.	have your work tasks changed?	no	yes
22.	has your superior changed?	no	yes
23.	have you moved into new working team?	no	yes
24.	have you received additional people reporting to you?	no	yes
25.	- _____ subordinates before the change - _____ subordinates after the change		

Which consequences the changes mentioned above have for:	decreased	unchanged	increased	Not Applicable
26. your position in the company's hierarchy	1	2	3	NA
27. your overall level of responsibility	1	2	3	NA
28. your monthly income	1	2	3	NA
29. application of your experiences and skills	1	2	3	NA
30. duration of your weekly working time	1	2	3	NA

Please, would you next give your estimate of how planning and implementation of changes has taken place in your workplace?						
<b>Management (including supervisor) has:</b>	very poorly	rather poorly	neither poorly nor well	rather well	very well	Not applicable
31. informed me about the goals of change	1	2	3	4	5	NA
32. informed me about the current state of the change progress	1	2	3	4	5	NA
33. has taken into account personnel status and views while making decisions	1	2	3	4	5	NA
34. made sure that there are sufficient change support services for whole personnel	1	2	3	4	5	NA
35. solved problems that have emerged during the change process	1	2	3	4	5	NA
36. made sure, that decisions have been implemented in a non-discriminatory way	1	2	3	4	5	NA
37. provided me with career advice and support	1	2	3	4	5	NA
38. provided me with reskilling training	1	2	3	4	5	NA
39. made sure that individual preferences have not had disturbing impact on its decisions	1	2	3	4	5	NA
<b>My co-workers have:</b>	very poorly	rather poorly	neither poorly nor well	rather well	very well	Not applicable
40. provided me with assistance and support	1	2	3	4	5	NA
41. supported the change process	1	2	3	4	5	NA
42. shared the new responsibilities	1	2	3	4	5	NA
43. embraced the changes	1	2	3	4	5	NA
44. solved problems that have emerged during the change process	1	2	3	4	5	NA

In your opinion, how have following parties acted while implementing above mentioned changes at your workplace?	very poorly	rather poorly	neither poorly nor well	rather well	very well	Not applicable
45. occupational safety organization	1	2	3	4	5	NA
46. local trade union	1	2	3	4	5	NA
47. occupational health care professionals	1	2	3	4	5	NA
48. HR personnel	1	2	3	4	5	NA
49. your own workgroup	1	2	3	4	5	NA

Please choose the answer that is most appropriate for your situation	never	occasionally	regularly	often	always
50. If necessary, are you able to ask for help from your co-workers?	1	2	3	4	5
51. Can you count on your co-workers when things become somewhat difficult for you in your work?	1	2	3	4	5
52. Do you feel appreciated by your co-workers?	1	2	3	4	5

Please indicate the degree to which you agree or disagree with the following statements as regards your current work situation	totally disagree	disagree	neither agree nor disagree	agree	totally agree
53. I'm well-informed about the decisions made at work that affect me	1	2	3	4	5
54. In my company there exist stereotypes or prejudices with regard to elder employees	1	2	3	4	5
55. Sometimes I'm worried about my position permanence	1	2	3	4	5
56. I am able to participate in the decision process when changes are made that directly affect my work	1	2	3	4	5
57. Employees older than 50 years can better enjoy their work since their children depend less on them	1	2	3	4	5
58. Since I reached the age of 50 my professional life has begun to take major relevancy due to the fact that my personal (family) charges allow it to me	1	2	3	4	5
59. I often think of quitting this job and finding another	1	2	3	4	5
60. I am planning to leave my job for another in the near future	1	2	3	4	5

61. How are your working time arrangements set?
- They are set by the company with no possibility for changes
  - You can choose between several fixed working schedules
  - You can adapt your working hours within certain limits
  - Your working hours are entirely determined by yourself

When you think of all the changes, that have happened in your work during the last <b>two years</b> , how would you describe the situation <b>from your own standpoint</b> ?							
62.	Changes have had a little significance	1	2	3	4	5	Changes have been significant
63.	Changes have mostly been negative	1	2	3	4	5	Changes have mostly been positive
64.	Changes have reduced well-being at work	1	2	3	4	5	Changes have increased well-being at work

65. Does your employer have a **mandatory** retirement age? This is the age at which employees **must** retire.

- Yes, it is written into my contract of employment Go to question 66
- No, but employees are expected to retire at a certain age Go to question 66
- No, employees can continue to work as long as they want Go to question 70
- I don't know Go to question 70

66. Irrespective of the mandatory retirement age, when are employees expected to retire?  
PLEASE WRITE IN THE **EXPECTED** RETIREMENT AGE \_\_\_\_\_

67. In your workplace, can an employee work past the mandatory retirement?

- Yes, and I am working past that age Go to question 68
- Yes, but I have not yet reached mandatory retirement age Go to question 70
- Maybe, in exceptional circumstances Go to question 70
- Rarely or never would it be allowed Go to question 70
- I don't know Go to question 70

68. When you reached the mandatory retirement age, with whom did you discuss your continued employment? (PLEASE TICK ALL THAT APPLY)

- My line manager
- A human resource manager
- A trade union representative
- A senior manager
- Nobody in the workplace

69. After you reached the mandatory retirement age, was there any change to your work arrangements? (PLEASE TICK ALL THAT APPLY)

- Reduced working hours
- A change of job role or responsibility
- Took a mentoring role
- Working on a fixed term basis
- None, I carried on as before

70. Would you like to do any of the following before you fully retire? (PLEASE TICK ALL THAT APPLY)

- Remain in my current job until I retire
- Move jobs within my present organisation/company
- Learn a new skill or trade
- Seek promotion where I currently work
- Change my career or type of job
- Move to another organisation/company
- Become self employed

How difficult or easy do you think it would be:	Very easy	Easy	Neither easy or difficult	Difficult	Very difficult
71. For you to stay in your current job until you want to retire	1	2	3	4	5
72. For you to find a job as good as your current one	1	2	3	4	5
73. For your employer to replace you if you left	1	2	3	4	5

*Below are a number of statements that describe different feelings that you may feel at work. Please indicate how often, in the **past 30 workdays**, you have felt each of the following feelings:*

never 1	occasionally 2	regularly 3	often 4	always 5
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74. I feel tired	1	2	3	4	5
75. I feel physically fatigued	1	2	3	4	5
76. I feel physically exhausted	1	2	3	4	5
77. I have no energy for going to work in the morning	1	2	3	4	5
78. I feel fed up	1	2	3	4	5
79. I feel like my emotional "batteries" are "dead"	1	2	3	4	5
80. I feel burned out in my work	1	2	3	4	5
81. I feel emotionally exhausted	1	2	3	4	5
82. I feel too tired to think clearly	1	2	3	4	5
83. I have difficulty concentrating	1	2	3	4	5
84. My thinking process is slow	1	2	3	4	5
85. I have difficulty thinking about complex things	1	2	3	4	5

*Please indicate whether you have experienced any of the following problems during the **last 3 months**:*

86. Have you felt nervous, on edge?	no	yes
87. Have you been worrying a lot?	no	yes
88. Have you been irritable?	no	yes
89. Have you had any difficulty relaxing?	no	yes
90. Have you had a loss of energy?	no	yes

91. Have you had loss of interests?	no	yes
92. Have you lost confidence in yourself?	no	yes
93. Have you felt hopeless?	no	yes

What suggestions do you have for improving well-being at work or to reduce sickness absence in your own unit of work or in the whole organization?

What suggestions do you have for managers who are considering implementing a major organizational change?