

What is a work pattern assessment?

The work pattern assessment is an employee engagement survey that will help you better understand where and how your employees do their work, what attributes of a work environment are important to them to do their best work and what degree of mobility they might want in the future.

When should my agency undertake a work pattern assessment?

You should administer the work pattern survey whenever you are considering a change to a work environment. This may include a relocation, expansion, new space or just a major reconfiguration.

What are the results?

The analysis that is prepared based on the survey data will provide information in three areas:

- 1. Current and future degree of mobility**
 - % of employees that are (want) residents
 - % of employees that are (want) internally mobile
 - % of employees that are (want) externally mobile
 - % of employees who are (want) mobility by frequency
- 2. Current and future modes of work**
 - % of employees who conduct primarily concentrative work
 - % of employees who conduct primarily interactive work
- 3. Technology**
 - Identifies technology alignment with employee work and mobility
- 4. Most important features of the work environment**
 - Roll up of top six features for the respondents

How do I use the information from the survey?

You should use this information to engage managers and staff in a more in depth conversation about how they work including what their current social office norms and behaviors are, what the current state of technology tools are, and what an ideal work environment might look/feel for them in the future. These discussions represent the participatory design process.

This tool aids in developing design solutions that aligns the work with the workplace including determining the assignment of seats to users, potential for mobility, and establish the variety of work spaces required to foster current and future workplace behaviors.

TO SET UP A SURVEY SEND YOUR REQUEST TO:

OFMFacilitiesOversig@OFM.WA.GOV

FOR MORE INFORMATION ABOUT THIS TOOL AND PROCESS CONTACT:

Your OFM [Assigned Facilities Analyst](#) or Brooke Hamilton, Statewide Workplace Strategist

<http://www.ofm.wa.gov/budget/facilities/contacts.asp>