Questionnaire

Dear participants,

Thank you for participating in this survey. This set of questionnaires including 28 questions explores various aspects of remote work and it will take 7 - 10 minutes.

Your response will help me in answering the following research questions for my research topic:

• What are the advantages and disadvantages of a virtual team?

• What challenges do employees & managers face with when working remotely?

• What can be done to enhance the productivity and overcome challenges when working virtually?

Your responses is highly valuable in helping for my research topic in understanding and improving productivity, well-being and overcome challenges in virtual work environments. Please answer the following questions honestly and thoughtfully.

All responses collected in this survey are completely anonymous.

Thank you very much for your time!

I. Demographic information
1. Gender:
. Male
. Female

2. Age:

3. Current position

4. Years of experience working in teams

5. How frequently do you engage in virtual team collaboration?
(1) Daily
(2) Weekly
(3) Monthly
(4) Others

6. What is the duration of your experience working in a virtual team?
(1) 1 – 5 years

(2) 6 – 10 years
(3) Over 10 years

7 What is the duration of your experience working in a current virtual team?
(1) 1 – 5 years
(2) 6 – 10 years
(3) Over 10 years

II.   Advantages of virtual teams

1. Virtual teams enhanced flexibility with regard to geographical distribution and working schedules.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

2. Virtual teams provide access to a diverse talent pool, regardless of geography.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

3. Virtual teams cut costs connected with office space and utilities.

(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

4. To what extent would you rate your current work-life balance on a scale of one to five? (1 being very dissatisfied
and 5 being very satisfied)
(1) Very dissatisfied
(2) Dissatisfied
(3) Neutral
(4) Satisifed
(5) Very satisfied

5. Have you had any difficulties in keeping a healthy work-life balance?
. Yes
. No

III.   Disadvantages of a virtual team

6. Virtual teams experience a higher frequency of communication challenges in comparison to traditional teams.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

7. Establishing trust within virtual teams presents a greater challenge for team members.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

8. Virtual teams may have difficulty developing team cohesion and culture.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

9. Virtual teams frequently encounter misinterpretations of communication and directions as a result of the absence of in-person communication.

(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

IV.   Challenges that employees and managers face when working remotely
10. In your opinion, do you struggle to find a balance between work and your personal life?

. Yes, frequently
. Yes, occasionally
. Sometimes
. No, rarely
. No, never

11. In your opinion, do you have any feelings of being alone or isolated when working virtually?
. Yes, frequently

. Yes, occasionally
. Sometimes
. No, rarely
. No, never

12. In your experience, do you find yourself distracted when working virtually and it causes an effect on productivity?

. Yes, frequently
. Yes, occasionally
. Sometimes
. No, rarely
. No, never

13. Do you have sufficient access to the technology and equipment required to perform your duties efficiently?

. Yes
. No

14. If not, please indicate what tools or equipment you need to improve your remote work experience.

15. How would you grade your home office arrangement on a scale from 1 to 5 (1: being poor – 5: being excellent)
    (1) Poor
    (2) Fair
    (3) Average
    (4) Good
    (5) Excellent

16. Are there any challenges you face with your current home office setup? (If yes, please specify)

17. What are the primary difficulties you encounter when working remotely?
    a. Insufficient social engagement
    b. Difficulty in sustaining work-life balance
    c. Problems with communication
    d.Technical difficulties (IT equipments, software platforms…)
    e. Distraction at home
    f. Others (please specify)

V.   Ways to enhance productivity and overcome challenges when working virtually

      Please kindly express your agreement with the strategies below to optimise productivity in the context of remote work

18. In my opinion, I feel more concentrated when a workplace free of distraction is created when working remotely.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

19. Prioritise tasks wisely and establish clear daily objectives to help me improve my performance while working remotely

(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

20. I feel more productive when taking regular pauses in order to avoid burnout and stay focused.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

21. Appropriate technological devices and software are being installed on my devices. Therefore, I can enhance cooperation when working virtually with my teammate.
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

22. How satisfied are you with the communication channels in place for remote collaboration (eg., video conferencing, messaging platforms)? Rate on a scale from 1 to 5
(1) Very dissatisfied
(2) Dissatisfied
(3) Neutral
(4) Satisifed
(5) Very satisfied

23. When working virtually, I feel more updated and connected when there are regular check-ins and team calls with other colleagues and managers
(1) Strongly agree
(2) Agree
(3) Neutral
(4) Disagree
(5) Strongly disagree

24. How satisfied are you with your overall remote work experience on a scale from 1 to 5 (not satisfied – very satisfied)
    (1) Very dissatisfied
    (2) Dissatisfied
    (3) Neutral
    (4) Satisifed
    (5) Very satisfied

25. Do you prefer working in a virtual or tradtional way?
    (1) I prefer virtual team
    (2) I prefer traditional team
    (3) I can adapt either way