

This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)

Interviewer Initials _____

Scribe Initials _____

Consolidated Assistance, Review and Evaluation (CARE) Location Questionnaire

Location Being Reviewed: _____

Person Being Interviewed: _____

Title: _____

Date: _____

Time: _____

Please review the following questions to help you prepare for your confidential personal interview with the CARE Team during your Location Review. Comments concerning your expectations and satisfaction with the delivery of administrative support services will enhance the ability of the CARE Team to evaluate the efficiency and delivery of service you are receiving at the Location.

NOTE: Not all questions may apply to your particular situation.

How is information disseminated at your Location? What are your suggestions for improvement?

Do you feel the Location works as a team? What improvements would you suggest?

What are your comments on the delivery of procurement support and services (supplies, services, equipment, construction, and repair & maintenance)?

What are your comments on the delivery of facilities management including physical security, your workspace, safety, health and environmental management?

What are your comments on the delivery of human resources support and services (benefits, time & attendance, awards, recruitment, etc.)?

Are your major duties and responsibilities described in your position description? If you are a supervisor, how often do you review subordinates' position descriptions?

Are your training needs reflected on your individual development plan? Are they being met? If not, why not?

Comment on your work hours and your ability to take leave.

In what ways are you being recognized for the work you do?

What are your comments on the delivery of information technology products, support and services (hardware, software, telephone systems, Internet access, etc.)?

What is your opinion on Agency issued policies and procedures? Have you come across any that need clarification?

ARS has a policy on acceptable use of Information Technology resources. Based on this policy, how would you recognize and report misuse of Information Technology resources?

What are your comments on the delivery of accounting and financial management support and services (Status of Funds Reports, ARMP, etc.)?

What are your comments on the delivery of travel support and services?

What are your comments on the delivery of extramural agreements support and services (Specific Cooperative Agreements, CRADAs, Grants, etc.)?

Besides the things we have already discussed, is there anything that impairs your ability to do your job?