

Introduction

Thank you for taking a few minutes to fill out this survey!

This survey is part of a research study to understand how TRS employees currently use the agency Intranet (internal website on SharePoint). The survey should not take more than 5 minutes and your responses are anonymous.


1. What division are you part of?

- a. Pension Services 
- b. Health
- c. IMD
- d. Executive
- e. Financial
- f. Information Technology

2. How often do you use the TRS Intranet (for reasons other than landing on the Intranet homepage by default)?

- a. Daily
- b. A few times a week
- c. Once a week
- d. Rarely
- e. Never

3. What do you visit the TRS Intranet for? (Please rank them in order of importance)

- a. Viewing TRS Calendars
- b. Looking up colleagues / Accessing Employee Directory
- c. Logging tickets or support requests
- d. Viewing Wireless/ WiFi Connectivity information 
- e. Accessing organizational charts
- f. Accessing team-specific documents and/or training content

- g. Accessing company policies or procedures
- h. Finding internal news and updates
- i. Accessing HR or payroll information
- j. Other (please specify): _____

**4. Is there anything else you use the Intranet for? If so, please specify below.
(Open-ended)**

5. When you're looking for information, how often do you find what you need on the Intranet?

- a. Always
- b. Most of the time
- c. About half the time
- d. Sometimes
- e. Never

6. How easy is it to navigate the Intranet?

- a. Very easy
- b. Somewhat easy
- c. Neither easy nor difficult
- d. Somewhat difficult
- e. Very difficult

7. How satisfied are you with the content available on the Intranet?

- a. Very dissatisfied
- b. Somewhat dissatisfied
- c. Neither satisfied nor dissatisfied

- d. Somewhat satisfied
- e. Very satisfied

8. How would you rate the search functionality on the Intranet?

- a. Excellent
- b. Good
- c. Fair
- d. Poor
- e. Very poor

9. What are the biggest challenges you face when using the Intranet? (Select all that apply)

- a. It's hard to find what I'm looking for
- b. Content is outdated
- c. I don't know where to start
- d. I prefer other tools/platforms
- e. The information does not seem relevant to me
- f. There is too much content
- g. Other (please specify): _____

10. What features or content would make the Intranet more useful to you? (Open-ended)

11. Would you be open to participating in a short follow-up interview or user testing session?

- Yes
- No

