

Sample Short Answer Question (SAQ) Bank

When responding to Short Answer Questions there is a limit of 1000 characters. Questions selected or self-created will be added to the survey during the request process. Requesting organizations can select up to five short answer questions.

Available Resources and Support

Do you get sufficient time and resources to accomplish your assigned tasks? Please explain.
How much does your supervisor value, support and encourage your ideas for improvement?
Please explain.

What can be done to help you better perform your work?

What is the ONE thing that leadership can do for you that they currently don't do?

What things help you perform your work well?

What things keep you from performing your work well?

Communication / Flow of Information

Describe how information is communicated from senior leadership to all levels of the unit.

Has communication improved in the unit since last year? Please explain.

How comfortable are you with expressing your opinion without fear of reprisal?

How effective is communication within this unit? How could it be improved?

How would you characterize the flow of information at this unit? Please explain.

How would you describe the timing of releasing the boat's schedule?

How would you feel about expressing your opinion to leadership concerning unit issues?

How would you improve the communication processes in the unit?

If communication breaks down in this unit, where do you see it happening?

What one thing would you change to improve communication?

Deployment

How can leadership better support the deployment process?

If you could CHANGE one thing about this deployment, what would it be?

If you could MAINTAIN one thing about the deployment, what would it be?

What are your biggest concerns as you prepare to deploy?

What is the one thing you like LEAST about this deployment?

What is the one thing you like MOST about this deployment?

Family Support / Work-Life Balance

How does the balance between work and liberty hours affect your quality of life?

How satisfied are you with the level of support for your family that is provided by Base Support Services?

The most valuable feature of Base Support Services is:

What is the quality of life in the barracks? Please explain.

What one thing would you change about Base Support Services?

What one thing would you make sure Base Support Services continues to provide?

Interpersonal / Inter-departmental Relations

How much do you trust the senior leadership at the unit? Please explain.

How much does fraternization create problems at this unit? Please explain.

How would you describe the way NCOs in this unit deal with junior enlisted service members?

How would you describe the way officers in this unit deal with enlisted service members?

What would your advice be to someone seeking civilian employment here?

What would your advice be to someone seeking military orders here?

Which inter-department relationships enhance our mission, and why?

Which inter-department relationships negatively impact our mission, and why?

Job Satisfaction / Dissatisfaction

How happy are you working in this unit? Why?

How would you rate your level of job satisfaction (low, average, or high), and why?

Leadership Effectiveness

Can you describe an example where leadership has failed you?

Do you feel that your Chain of Command micromanages? Give an example if yes.

How effectively do leaders deal with conflicts or difficulties within the unit? Please explain.

How effectively do leaders in this unit use their time?

How well does the Chain of Command deal with adversity or conflict?

How well has your Team Leader provided you with sound TTPs to help you penetrate your assigned schools? Please explain.

How would you characterize the way leadership within your department treats its members?

How would you describe the example set by your unit's middle managers? Please explain.

How would you describe the example set by your unit's top leaders? Please explain.

How would you describe the way leadership deals with conflict when it occurs within the unit?

What is your overall approval rating of the Senior Enlisted's job performance?

What is your overall approval rating of the unit leader's job performance?

Mentorship

How satisfied are you with the unit's Mentorship Program? Please explain

What do you recommend to improve the unit's Mentorship Program?

What is the best feature of the unit's Mentorship Program?

OPTEMPO

How has the unit's current OPTEMPO impacted you professionally?

How has the unit's current OPTEMPO impacted your interactions with your family?

What ONE change would you make that you feel would improve the unit's OPTEMPO issues?

What ONE thing about the unit's OPTEMPO would you NOT want to change?

Performance Evaluation, Feedback and Recognition

How fair and objective are the written evaluations you have received from this unit? Please explain.

How fair and objective is the evaluation process (ranking board, SOQ process, etc.) at this unit? Please explain.

How fair and objective is the quarterly or yearly board (SSMOQ, JSMOQ, IOQ or COQ) selection process? Please explain.

How much are your contributions to the unit's mission appreciated? Please explain.

How well are you recognized for your performance? Please explain.

How well are you rewarded for your performance? Please explain.

How well are your fellow workers recognized for their performance? Please explain.

How well are your fellow workers rewarded for their performance? Please explain.

How well does the unit hold people accountable for their performance?

In your own words, explain how you feel the comments you make in this survey will have an impact on the unit.

What type of performance feedback do you receive from your Chain of Command? Describe whether it has been beneficial, and why.

Physical Environment

If you could make one facility improvement, what would it be?

What would you suggest to improve the parking situation?

Physical Health / Well-being

Briefly list the sources of job related stress you experience, from the greatest source to the least.

How would you characterize the medical care obtained from off-base?

How would you characterize the medical care obtained from on-base providers?

What would you change about the current food service?

Process Fairness

Do you feel that the unit handles discipline issues fairly? Please explain.

Do you feel that the unit's disciplinary policies are fair? Please explain.

Do you feel that the unit's disciplinary process is fair? Please explain.

How fair do you see the Individual Augmentee selection process? Please explain.

Respect for Individuals

Have you witness any incidents where members of the unit acted disrespectfully to subordinates? If yes, describe.

Have you witnessed any incidents where members of the unit acted disrespectfully to superiors? If yes, describe.

How committed is leadership to creating an environment of human respect and dignity? Please explain.

How would you describe the level of respect higher level leadership provides your department's members?

What kinds of inappropriate or offensive conduct have you witnessed while assigned to this unit?

Sensitive Issues / Discrimination / Sexual Harassment

Can you provide any recent examples of favoritism or discrimination you have experienced?

What actions did you take?

Can you provide any recent examples of favoritism or discrimination you have witnessed?

What actions did you take?

Has something been said while at work that offended you or made you uncomfortable? Please explain.

How comfortable are you approaching your immediate supervisor with sensitive information?

How serious a problem do you think age discrimination is in this unit? Please explain.

How serious a problem do you think disability discrimination is in this unit? Please explain.

How serious a problem do you think racial discrimination is in this unit? Please explain.

How serious a problem do you think religious discrimination is in this unit? Please explain.

How serious a problem do you think sexual discrimination is in this unit? Please explain.

How serious a problem do you think sexual harassment is in this unit? Please explain.

How well does your unit value the rights of its members to practice their respective religions?

If you experienced discrimination or sexual harassment but did not report it, why did you choose not to report it?

To what extent would you feel free to report an incident of age discrimination?

To what extent would you feel free to report an incident of disability discrimination?

To what extent would you feel free to report an incident of racial/ethnic discrimination?

To what extent would you feel free to report an incident of religious discrimination?

To what extent would you feel free to report an incident of sexual discrimination?

To whom would you feel comfortable reporting an act of discrimination or sexual harassment (Commanding Officer, Dept Head, Division Officer, SEA, CMC, etc.), and why?

What do you see as the most prominent form of discrimination in this unit? Please explain.

What is your impression of the equal opportunity policies at this unit?

Significant Challenges

What do you see as the most significant challenge currently facing this unit right now? What would you recommend to address this challenge?

What do you see as the most significant challenge facing this unit next year?

What do you see as the most significant challenge facing this unit over the next five years?

What would you recommend to address this challenge?

Special Observances / Cultural Celebrations

How much do you participate in unit-sponsored events? Please explain.

What type of MWR/cultural activities would you be interested in seeing this unit sponsor?

Sponsorship

How would you describe your experience with your check-in procedures when you first arrived at this unit?

How would you describe your experience with your Sponsor after arriving at this unit?

How would you describe your experience with your Sponsor prior to arriving at this unit?

How would you rate your unit's Sponsor Program? Why?

When you first arrived at this unit, how well were you provided the necessary information to set you up to succeed?

Task Characteristics / Efficiency

How important do you feel your daily duties are to this unit's mission? Please explain.

How well is your day planned and coordinated with jobs/tasks so your time is well utilized?

How would you describe the way time is utilized to complete tasks in your work area?

In a few words, how would you describe your daily activities?

Teamwork / Team Cohesion / Morale

Are you proud to be a member of this unit? Please explain.

How much do you feel like a valued member of the team? Please explain.

How would you characterize the morale of the civilian staff of this unit?

How would you characterize the morale of the military members of this unit?

The greatest morale-enhancing action leadership could make at this unit would be:

What changes does this unit need to improve morale?

What do you see as the most significant factor leading to improved morale at this unit?

What do you see as the most significant factor leading to reduced morale at this unit?

Training, Knowledge, and Professional Development

Describe how the unit encourages/discourages growth/advancement.

How can the unit assist you with completing the next military education you are scheduled to complete?

How can the unit assist you with pursuing personal education you are hoping to complete?

How effective is the unit's support of formalized training (billet-related and professional)?

How much time and opportunity are provided for you to pursue military training?

How much time and opportunity are provided for you to pursue personal education?

How would you describe the availability of small unit training?

How would you describe the quality of small unit training?

How would you describe the value of small unit training?

What can be done to motivate you to continue serving in this unit?

What factors contribute to your decision whether or not to pursue a career in the Service?

What recommendations would you offer to improve unit support of formalized training?

What type of training would you like to see available to you in the next couple of years?

What type of training would you like to see available to you in the next fiscal year?

Unit Climate / Culture

How have changes (positive or negative) at this unit during the past year impacted you?

How is the overall climate of this unit, compared to one year ago? Please explain.

How would you describe the level of professionalism in your work center/department? Please explain.

In a few words, how would you describe your workplace?

What climate issue does this unit most need to improve?

What do you know about this unit that leadership does not know, but should?

What issues do you feel need to be addressed in your work center/department?

What one thing about our unit would you want to change?

What three change(s) would you make that you feel would most improve the unit's climate?