Hello,

As we embark on finding a new home for Compasspoint, we would like to ask that you spend some time answering the following questions about some of the considerations that will influence how we evaluate our site options. As you will notice, the questions are qualitative in nature rather than a quantitative. We are not asking folks to vote on option ‘A’ vs. ‘B’. We would like to see what themes emerge from our various perspectives and identify any concerns that we may have overlooked thus far. Your thoughts will help us develop greater understanding of CompassPoint’s needs and staff’s preferences.

We would like for 100% of staff to complete this survey by the end of the day on Thursday March 29th. The amount of time you spend on answering these questions is up to you. Please include your name on your survey response so that we can follow up with you if we have questions regarding your comments. Please let Sarah now if you have any questions or concerns regarding the survey.

Thanks,

Jeanne, Adriana and Sarah

**Your Name: \_\_\_**

**Office Space and Preference Section**

In regards to your ***work environment*** please answer the following questions;

I do my best work when\_\_\_\_\_

I get really frustrated in the work place when \_\_\_\_\_

Three things ***I would really like*** to have in ***my personal*** work space are \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Three things I think ourstaff office space ***really should have*** are \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Three things it would be ***really nice*** for our staff office space have are \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Currently, what percentage do you think you work in the office? (don’t worry about being exact – your best guess is fine)

* 90% - 100%
* 80% - 90%
* 70% - 80%
* 60% - 70%
* 50% - 60%
* 40% - 50%
* 30% - 40%
* 20% - 30%

An office with no personal private offices….( if a collection of small meeting and phone call rooms were available)

* Sounds great, let’s do it!
* Sounds intriguing but I have some reservations
* Sounds good in theory but I’m not sure it would work out too well
* Sounds terrible!
* Please explain your answer

**Client needs section**

Three ***things*** I think we ***really should*** have in a new training / convening space are \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_

Three ***things*** it would be ***really nice*** to have in a new training / convening space are \_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

What are two or three ***words that describe*** the impression a workshop participant should have when they visit CompassPoint offices? \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Three things I think we ***really should*** have in our office to accommodate consulting engagements and other visitors to our offices: \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Three ***things*** it would be ***really nice*** to have in a our office to accommodate consulting engagements and other visitors to our offices \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

What are two or three ***words that describe*** the impression a consulting client or other visitor should have when they visit CompassPoint offices?

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**Oakland Consideration section:**

As most folks are aware, we are seriously considering moving to our office and training / convening space to down town Oakland. If we are to do this, we would stay within a 2-3 block walk from either 12th street or 19th street Bart.

So, taking that into consideration, if we were to move to Oakland…..

***Staff preference, if we were to move to Oakland***

How would ***your*** daily commute be impacted if we were to relocate to down town Oakland?

* My commute would be greatly improved.
* My commute would be mildly improved.
* My commute would not change much at all.
* My commute would become mildly more challenging.
* My commute would become significantly more difficult.
* I’m not sure how my commute would be impacted
* Please share any additional comments……

How do you think you would commute to and from work?

* City Bus
* Drive
* Bart
* Combination of Bart and Bus
* Bike
* Walk
* Other
* Not Sure

If you were to drive would you be interested in renting a monthly parking space?

* Yes
* No
* Not Sure
* Please share any additional comments……

If we relocated to downtown Oakland I would be

* Super excited
* Happy about it
* Neither excited nor disappointed, I’m pretty neutral on the topic.
* A little bummed
* Super disappointed
* Please share any additional comments……

***Client Consideration, If we were to move to Oakland***

In thinking about a ***workshop participant’s*** experience and the possibility of a move to Oakland, what do you think is our ***greatest opportunity***?

In thinking about a ***workshop participant’s*** experience and the possibility of a move to Oakland, what do you think is our ***greatest risk***?

In thinking about a ***non-workshop client’s*** experience and the possibility of a move to Oakland, what do you think is our ***greatest opportunity***?

In thinking about a ***non-workshop client’s*** experience and the possibility of a move to Oakland, what do you think is our ***greatest risk***?

Please share any additional comments or concerns you have here:

**Additional read and response section**This section is completely voluntary. You have been given some additional reading. If you have chosen to read these selections, please provide your thoughts and reactions below. Your comments can be as brief as one word or as extensive as you like!

**If you read the *‘In New Office Designs, Room to Roam and to Think’* article by Lawrence Cheek in the New York Times:**

What pieces of the article resonated for you?

What pieces of the article do you disagree with?

What did this bring up for you when thinking about the kind of work place you would like to be in?

**If you read ‘The *Rise of the New Groupthink’* article by Susan Cain in the New York Times:**

What pieces of the article resonated for you?

What pieces of the article do you disagree with?

What did this bring up for you when thinking about the kind of work place you would like to be in?

**If you reviewed the ‘CompassPoint *Office Space Needs for 2013 and beyond…. ’document:***

What pieces of the document resonated for you?

What pieces of the document do you disagree with?

Are there any points missing?