

Part-Time Job Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Think about your part-time job in this organization during the past four weeks. All questions are optional. Do not include your name, income, exact shift dates or another person's details. This form collects general feedback and does not change your assigned hours or availability.

1. How far in advance did you usually know the hours you were expected to work?

- ☐ Less than 24 hours
- ☐ 1–3 days
- ☐ 4–7 days
- ☐ 8–14 days
- ☐ More than 14 days
- ☐ I had an ongoing fixed schedule
- ☐ Not sure
- ☐ Prefer not to say

2. Compared with the hours you worked, what would you generally have preferred during the past four weeks?

- ☐ Fewer hours
- ☐ About the same hours
- ☐ More hours
- ☐ My preference varied
- ☐ Prefer not to say

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3. How often were your scheduled hours changed after you first received them?

- ☐ Never
- ☐ Once
- ☐ A few times
- ☐ Many times
- ☐ I did not receive a schedule
- ☐ Not sure
- ☐ Prefer not to say

4. How easy is it to communicate your availability to the person arranging schedules?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither difficult nor easy
- ☐ Somewhat easy
- ☐ Very easy
- ☐ Not applicable

5. How easy is it to find work updates when you are not present for every shift?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither difficult nor easy
- ☐ Somewhat easy
- ☐ Very easy
- ☐ Not applicable

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6. What part of the scheduling or communication process works well for you?

7. What one change would make this part-time job easier to manage?
