

HRS4R GAP Analysis at IGB

At IGB we have different mechanisms to identify necessary improvements to our working conditions and participatory processes to develop respective actions:

1. General staff surveys

Every 3-4 years, well in advance of developing a new action plan, we are conducting our general bilingual staff survey, targeting aspects of working conditions, leadership and participation, career development, information transfer and collegial interactions. In addition to questions recurring at our surveys to map developments, the HRS4R working group, our participatory governing body “IGB Council” and our works council can add questions as needed. In accordance with German law, the works council’s agreement to staff surveys is mandatory. It is part of this agreement that staff survey results are not published outside IGB, but collated results are available to all IGB staff members via the IGB intranet. The latest staff survey questionnaire is attached to this document.

Participation in the staff survey 2024:

# of completed replies	Staff group
49	scientific support staff (technical (lab) support incl. trainee, project coordination)
24	central support (administration/IT/library/incl trainees, directorate staff)
21	doctoral researcher
29	postdoctoral scientist/3rd party funded researcher with doctoral degree
21	group leader , department head
7	others

2. Representatives feedback

IGB has representatives of all major staff groups: doctoral and postdoctoral researchers, senior researchers (group leaders), technical and administrative support staff. Each of these staff groups have regular retreats (annually for all groups of researchers, on demand for the science support staff) that serve for strategic planning. Any gaps and potential measures identified at one of the retreats are also collected and added to our HR measures. Issues that need to be addressed among different groups are either brought up in the “IGB council” or in specific working groups. Recommended measures are then discussed with the management and HRS4R steering group. Monthly meetings of the career development coordinator

3. Designing a new action plan

Based on the discussion of the survey results with their peers, IGB participatory bodies and persons particularly relevant to certain topics, the HRS4R working group develops concrete actions to improve conditions at IGB. Actions that require concerted or longer-term efforts are added to the new HRS4R action plan. Actions that can be conducted fast are initiated immediately rather than added to any plan. The action plan is then discussed with the IGB director, in our participatory governing body “IGB Council” and finally approved by the IGB Board to ensure strong leadership support.

Attachement: IGB staff survey questionnaire 2024

IGB staff survey 2024

General Information

A1 What is your position at the institute?

- ☐ If you have multiple roles, please choose the one you most identify with; **only one** choice scientific support staff (technical (lab) support incl. trainee, project coordination)
- ☐ central support (administration/IT/library/incl trainees, directorate staff)
- ☐ 3rd party funded researcher without doctoral degree
- ☐ doctoral researcher
- ☐ postdoctoral scientist/3rd party funded researcher with doctoral degree
- ☐ group leader, department head
- ☐ student/volunteer/intern *

A2 What is your gender?

Please choose **only one** of the following:

- ☐ female
- ☐ male
- ☐ non-binary / diverse / gender fluid
- ☐ I prefer to not answer

A3 How many years have you been at IGB?

- ☐ 1 year or less
- ☐ More than one to 4 years
- ☐ More than 4 to 9 years
- ☐ More than 9 years
- ☐ I prefer not to answer

A4 Do you self-identify as a member of any under-represented group? *

- ☐ No
- ☐ Yes
- ☐ I prefer to not answer

A5 Please characterise your language proficiencies in English and German

Please choose the appropriate response for each item:

	highly proficient/native	able to understand and compose written information and participate in most conversations	basic comprehension of written and spoken information, but translations frequently needed	no or very little comprehension
German				
English				

Information flow, exchange and communication

B1 I am generally satisfied with the information flow...

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I don't know
... within my working group/unit.					
... within my department.					
... on an institute-wide level.					
... within my location/building.					

B2 How much do you agree to the following statements?

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I do not need this	I don't know
I easily find all relevant administrative information and templates.						
I feel well informed about IGB events.						
I feel well informed about training events.						
I feel well informed about IGB projects and initiatives						
I can easily find contact persons for my administrative and organisational questions.						
I feel well informed about new colleagues and guests within my department.						
New strategies and policies are clearly communicated.						
Practical procedures (e.g. regarding the implementation of new guidelines) are clear.						

B3 These formats improve the information flow and exchange at IGB:

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I do not use this	I don't know about this
IGB Weekly						
IGB Intranet						
Emails						

Institute Meetings						
Department Meetings						
Collaboration Days (former CTP days)						
IGBrainstorms						
IGB Dive ins						
Other meetings on group, project or topic level						
Emails by representatives (TAV, Postdocs, Doc Reps)						

B4 Do you have comments or suggestions on information flow, exchange and communication?

(free text field)

B5 Which format would you prefer for the following meetings?

Please choose the appropriate response for each item:

	in person	online	hybrid	I do not use this
Colloquia				
Institute Meetings				
Department meetings				
Working group/unit meetings				
Workshops/trainings				
Dive ins				

B7 Do you have comments or suggestions on meeting formats?

(free text field)

B6 Language barriers: How much do you agree with the following statement

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I speak English and German and thus do not notice such things
All relevant written information is provided in German and English.					
In meetings I feel excluded due to language issues.					
In personal interaction I encounter language barriers.					
In social settings (e.g. lunch, parties etc) I feel excluded due to language issues.					
Language issues hinder my work performance.					
When I report language barriers I receive help.					

B8 Where do you encounter language barriers and what could we do to mitigate these?
(free text field)

Supervision, participation and collegial interactions

Some of these questions are tailored to specific staff groups

C1A (Sci Supp, student/volunteer/intern) Supervision: How much do you agree to the following statements?

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I did not need or request this, yet	Other colleagues fulfil this role
Whenever I discuss difficult matters with my direct supervisor I receive adequate support in due time. I						
I receive adequate feedback from my direct supervisor with regard to my work results or requests.						
My supervisor responds in an adequate time frame.						
My direct superior informs me adequately and promptly of developments that concern my work.						
In the case of operational changes and decisions concerning my own work or working group/unit, I can voice my opinion adequately and can influence the decision.						
My direct supervisor takes clear and comprehensible decisions with regard to work-related issues.						
My direct supervisor announces work-related meetings well in time.						
My direct supervisor considers and values my personal suggestions.						
Responsibilities and competencies are clearly defined.						

In the case of ambiguities in the organisation of work, my direct superior takes clear and comprehensible decisions.						
After a long absence (e.g. long leave or illness), I am adequately informed of possible changes that may have taken place.						
I am satisfied with the acknowledgement of my working performance.						
I can manage my time myself, to a large extent.						
I can organise my work in a way that I consider correct.						
I have sufficient time to complete my work-related tasks.						
I feel adequately trained and capable to fulfil my tasks.						

C1B (doctoral candidates) Supervision: How much do you agree to the following statements

	I fully agree	I mostly agree	I somewhat agree	I disagree	I did not need or request this, yet
My advisors support me in solving research problems.					
My advisors give me sufficient guidance to develop my research.					
I receive adequate feedback from my main advisor with regard to my work results or requests.					
My main advisor responds in an adequate time frame.					
I am satisfied with the acknowledgement of my working performance.					
My working group is interactive and well managed.					
My 2nd advisor is involved in the semi-annual progress meetings.					
My 2nd advisor gives adequate feedback to my results and questions.					
I am in active interaction with my mentor.					
My advisors actively help me build my scientific networks inside and outside IGB.					
I can manage my time myself, to a large extent.					
I can organise my work in a way that I consider correct.					
I have sufficient time to complete my work-related tasks.					
I feel adequately trained and capable to fulfil my tasks.					

C1C Supervision (postdocs, 3rd party res): How much do you agree to the following statements

	I fully agree	I mostly agree	I somewhat agree	I disagree	I did not need or request this, yet
I receive adequate feedback from my direct supervisor with regard to my work results or requests.					
My supervisor responds in an adequate time frame.					
I am satisfied with the acknowledgement of my working performance.					
My working group is interactive and well managed					
I can participate in supervision or teaching.					
I receive sufficient career advice from my supervisor(s).					
I receive sufficient career advice from other colleagues					
I receive sufficient support to develop new skills.					
I can develop own focus within my project.					
My supervisor(s) actively connect(s) me to other researchers inside IGB.					
My supervisor(s) actively connect(s) me to other researchers/stakeholders outside IGB.					
I can manage my time myself, to a large extent.					
I can organise my work in a way that I consider correct.					
I have sufficient time to complete my work-related tasks.					
I feel adequately trained and capable to fulfil my tasks.					

C1D (Group leaders, dept heads) Supervision: How much do you agree to the following statements

	I fully agree	I mostly agree	I somewhat agree	I disagree	I did not need or request this, yet
I receive adequate feedback from my direct supervisor (department head or director) upon my request.					
My supervisor responds in an adequate time frame.					
Meetings are announced sufficiently early.					
Tasks are announced sufficiently early.					
Central tasks are adequately distributed among group leaders.					
I can adequately contribute to strategic decisions at department level.					
I can adequately contribute to strategic decisions at institute level.					
Personnel decisions (e.g. selection processes and tenure decisions) are transparent.					
Decisions about major investments are transparent.					
I am satisfied with the acknowledgement of my working performance by my superior.					
I am satisfied with the acknowledgement of my working performance at institute level.					

C2 Do you have comments or suggestions regarding leadership and participation?

(free text field)

C3 Collegial Interaction: How much do you agree to the following statements?

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I do not want/expect this
I can openly talk about everything that is important to me with my immediate colleagues.					
In order to complete my professional duties, I have sufficient opportunities to discuss these with colleagues.					
In case of problems my colleagues support me.					
Members of my team fairly consider ideas and suggestions offered by other team members.					
IGB colleagues respect and value each other's opinions.					
I feel safe at my workplace.					
I feel supported by most colleagues.					
At IGB, personal initiative and commitment are appreciated.					
Social rooms and joint spaces at IGB provide a pleasant atmosphere for interactions.					

C4 The working atmosphere is pleasant and constructive ...

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I do not know
... within my working group/ unit.					
... within my department.					
... on an institute-wide level.					

C5 Do you have comments or suggestions about collegial interaction or workplace atmosphere?

(free text field)

Mobile Work

D1 Mobile Work: How much do you agree to the following statements?

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I don't need/use this

I like the possibility of mobile work.					
The present agreement on mobile work should be continued.					
Mobile work options make my job more family friendly.					
The lack of personal communication due to mobile working makes my work more difficult.					
The accessibility of colleagues/superiors is not restricted by mobile work.					
The amount of mobile work days should be more restricted for all.					
Thanks to mobile working, I can work more focussed and faster.					
Applying for and arranging mobile working went smoothly and constructively.					
The lack of personal interactions among IGB members caused by mobile work should be actively compensated.					

D2 Do you have comments or suggestions on mobile work?

(free text field)

Training and support

E How do you rate your possibilities to participate in professional development training?

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I do not need this	I didn't know about this
I am satisfied with the training offered at IGB.						
I am satisfied with the trainings I can attend outside IGB.						
I have sufficient time to participate in essential training.						
The language course support provided by IGB is sufficient.						
Regular retreats offer good opportunities for collaboration, collegial exchange and mutual learning.						

E2 Do you have comments or suggestions about training opportunities?

(free text field)

E4 (researchers) Do you need more centralised support? If so, please enter your specific wishes in the relevant section

(free text field for each of the aspects)

- Personnel matters
- Procurement and finances
- Third-party funds management
- IT
- Data management
- Communication and knowledge transfer
- Facility management and vehicle fleet
- Secretariats/ department administration
- Technical support in lab and field
- any other matter

E5 (group leaders) Please judge the recruitment practices at IGB

	I fully agree	I mostly agree	I somewhat agree	I disagree	I don't know
IGB provides sufficiently detailed recruitment guidelines.					
The job templates are helpful.					
The job templates are sufficiently addressing under-represented groups.					
Selection committees are sufficiently diverse.					
Members of selection committees are adequately trained and qualified.					
Selection procedures are tailored to avoid bias and adequate support is in place (e.g. by equal opportunities officer, disabled persons representative).					
I am aware of the requirements of the cascade model and the diversity strategy and feel sufficiently trained to comply.					
When recruiting, we favourably consider, if known, prior circumstances, family commitments, career breaks (academic age) as well as health restrictions and disabilities.					
I receive sufficient administrative support in the hiring process.					

E6 (group leaders) Do you have comments or suggestions regarding recruitment?

(free text field)

Diversity, Gender equality, inclusion

F1 I am satisfied by the advice and support provided by...

Please choose the appropriate response for each item:

	I fully agree	I mostly agree	I somewhat agree	I disagree	I never needed any
... the works council.					
... the ombudspersons.					
... the equal opportunities officers.					
... the representatives (TAV, post/doctoral, IGB Council members)					

F2 Diversity management: Policies and complaint structures: How much do you agree to the following statements?

	I fully agree	I mostly agree	I somewhat agree	I disagree	I don't know
IGB has adequate complaint structures and procedures.					
I know who to contact if I need advice or support about discrimination or conflicts.					
IGB has clear rules against discrimination.					
IGB has clear rules against sexual harassment.					
Our senior leadership is able to competently manage a culturally diverse workforce.					
My colleagues interfere when witnessing discrimination.					
I would feel safe enough at IGB to address or report inappropriate behaviour.					
Colleagues have equal opportunities at IGB, regardless of nationality or ethnic background.					
Colleagues have equal opportunities at IGB, regardless of gender.					
I would feel safe at IGB talking about sexual orientation, religion or worldview.					
Colleagues have equal opportunities at IGB, regardless of social background.					
There are sufficient support measures in place for underprivileged groups at IGB.					
I feel safe when voicing a deviating opinion.					
My colleagues care about me.					
IGB is a family friendly workplace.					
Staff of all levels and areas are treated with respect by the management.					

F3 Have you witnessed or been objected to the following behaviour at work in the last 3 years?

	yes, witnessed at IGB	yes, personally objected to at IGB	Yes, witnessed at another workplace	yes, personally objected to at another workplace	no	I do not want to answer this
Insensitive remarks that bothered me (e.g. gender-stereotyping, derogatory remarks or						

salacious jokes about women or minority groups)?						
Verbal or behavioural slights, that communicate negative attitude towards certain gender groups or gestures or non-verbal comments with sexual reference?						
Verbal, visual or electronic presentation of pornographic or sexist images?						
Unwanted and inappropriate advances or physical contact?						
Incitement to sexual acts, coercion, 'groping' or assault?						
Verbal or behavioural slights, that communicate negative attitude towards persons of certain ethnic or religious groups?						
Gender-specific devaluation or microaggressions?						
Demaneing, patronising comments from - possibly male - colleagues who ignore the experience and knowledge of mostly female colleagues ("mansplaining")?						

F4 Do you have comments or suggestions on gender equality, diversity and inclusion?
(free text field)

Overall satisfaction

G1 Would you recommend working at IGB to friends?

Please choose **only one** of the following:

fraction	
0.57	yes
0.4	yes, but only in some working groups/units
0.03	no

G2 What do you like best in your work at IGB?

(free text field)

G3 Any other comment that you would like to share

(free text field)