

Example - Employee Survey

Exploring Purchasing Behaviors and Sustainable Procurement Resources

Fall 2023

Your responses will help identify ways to support Mayo Clinic employees in balancing environmental and financial considerations as part of purchasing decisions made every day to help support patient and long-term sustainability goals.

* Required

* This form will record your name, please fill your name.

Purchasing

Please share what types of items you order and from where today.

1

Check the box(es) for the types of supplies that you order or need ordered.

- Office supplies
- Breakroom supplies
- Laboratory supplies
- General patient care supplies
- Supplies for outpatient procedures or surgeries
- Other

2

Do you order office supplies from Staples? *

- Yes
- No

3

Do you use Shopping Lists when ordering office supplies from Staples?

- Yes
- No

4

Do you order breakroom supplies such as cups, plates and disposable utensils from Staples? *

Yes

No

5

Do you use Shopping Lists when ordering breakroom supplies from Staples?

Yes

No

6

Do you order breakroom supplies such as cups, plates and disposable utensils from Mayo Inventory Center through iShopSmart? *

Yes

No

7

Do you use Favorites in iShopSmart when ordering breakroom supplies from Mayo Inventory Center?

Yes

No

Making Purchasing Decisions Today

Please respond to these questions based on how you make purchasing decisions today

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Do you consider "upstream" impacts when making purchasing decisions?

For example: products with recycled content, manufacturers that pay a living wage and prioritize employee safety *

Yes

No

9

Do you consider "downstream" impacts when making purchasing decisions?

For example: able to be recycled or reprocessed, produces less waste, does not generate hazardous waste *

Yes

No

What are the most important factor(s) you currently use to choose what items to purchase? *

Please select at most 3 options.

- Availability through a Mayo-preferred or contracted supplier
- I order what is on my ordering cheat sheet, shopping list, etc.
- Cost - I frequently order the least expensive option
- Patient outcome, product quality, effectiveness
- The work unit or investigator I support is passionate about certain items - for example, what type of pen they use
- Energy efficiency during use
- Employee safety impacts such as choosing the least hazardous chemical
- Upstream impacts (see examples in question 8 above)
- Downstream impacts (see examples in question 9 above)
- Other

How likely would you be to use a sustainable procurement resource toolkit for using triple bottom line factors in purchasing decisions?

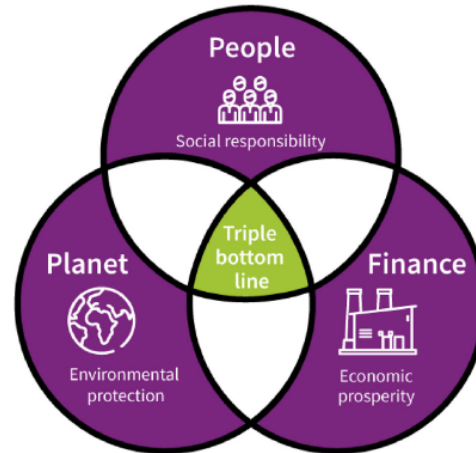


Image source: Triple bottom line
– Be-Organized *

- Very likely
- Somewhat likely
- Neither likely nor unlikely
- Somewhat unlikely
- Very unlikely

You answered somewhat unlikely or very unlikely to use a sustainable procurement resource toolkit for purchasing decisions.

Select the option below that best describes why you would be unlikely to use such a toolkit.

If none of the options are a good fit, select other and provide more information.

- My work unit would not support changing what is purchased.
- I am not interested in changing how I make purchasing decisions.
- Considering more factors to choose products will be too difficult.
- Evaluating product choices will take too much time.
- Changing how I choose products won't have a positive impact.
- Other

Which format(s) would you prefer for a sustainable procurement resource toolkit?

Please select at most 2 options.

- MyLearning module
- Short "how to" video
- Quick reference guide
- In-person training
- Video training via Teams
- Other

Documents and Resources

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Check the box if you are familiar with the linked information. *

- Mayo Clinic Environmentally Preferred Purchasing Guideline - <https://mayocontent.mayo.edu/supplychaingmt/DOCMAN-0000202265>
- Mayo Clinic joined the Better Climate Challenge - <https://www.communityengagement.mayoclinic.org/our-stories/mayo-clinic-joins-better-climate-challenge>
- Green at Mayo Clinic - <https://intranet.mayo.edu/charlie/green-mayo-clinic/>
- None of the above

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Check the box for any of the following you would like to learn more about. *



Eco-ID is a Staples program to



Products made

- Eco feature symbols on [Staples.com](https://www.staples.com)

MINORITY OWNED

Shop now



WOMEN OWNED

Shop now



- Diverse and small supplier symbols on [Staples.com](https://www.staples.com)



This is a stocked item.



This item is on contract.



Contracted-Comitted

- Symbols in iShopSmart indicating product features
- None of the above

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Please share your role at Mayo Clinic. *

- Medical Administrative Assistant / Administrative Assistant
- Support Service Coordinator
- Other

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Mark any groups in which you participate. *

- Green Advocates
- Waste Champions
- Well Being Champions
- None of the above

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If there is anything else you would like to share about ordering choices or resources, here is your chance! Share any thoughts below.

Thank you!

Thank you for taking time to share how you make purchasing decisions and what resources would be helpful to you. Employee feedback will help identify where opportunities exist to create resources to support sustainable procurement. Watch for findings and resources to be shared in 2024!

If you have any questions, please reach out to me: dalenberg.angela@mayo.edu



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