

Name:

Title:

Department:

Email Questions	Yes	No
How long have you been located at this office? Where were you before you moved to this office? How long have you been with the company?		
Have you changed your e-mail configuration from company default?		
If yes, how have you changed it?		
Do you move messages to personal folders?		
Do you receive e-mail messages on a blackberry, PDA or other portable device?		
If yes, was this PDA/Portable device acquired through a Third Party? (Best Buys, etc.)		
Are you routing your mailbox so that you receive company emails on this Third Party device?		
Is this PDA/Portable device approved and set up by corporate IT?		
Have you moved messages to a CD or other storage media?		
Do you use web-based mail at home?		

Email Questions Continued	Yes	No
If yes, do you open and reply to company-related messages from your personal computer?		
If yes, who is your service provider?		
What percentage of the time do you think that you use this method to receive business emails?		
Do you open attachments from your personal computer?		
Have you ever saved those attachments to your home computer before sending them out?		
Do you attach to the network via VPN or other devices? Explain		
Do you ever print your e-mail and put it in subject or chronological folders?		
Do you ever download e-mails to removable media, ie USB drive, etc.		
Do you maintain your Archive folder locally? Where is it?		

Calendar Questions	Yes	No
Do you keep your calendar on outlook?		
Do you use a PDA?		
Do you use a paper-based calendar?		
Do you print pages from your electronic calendar and add notes or change meetings as the day progresses?		
If you use a printed page, what do you do with those pages?		

Document Questions	Yes	No
Where do you store your documents such as MS Word and Excel?		
Do you use a network drive? What is the directory address?		
If yes, what is the address?		
Do you use a department share to save data?		
If yes, please list the various directories.		
Do you have any encrypted or hidden drives or storage areas?		
If yes, please list the various directories.		
What type of documents do you often generate or receive?		
Word		
Excel		
Pictures		
Others		
Do you have any work-related documents on a personal computer?		

Interviewer: _____

Date: _____

Interviewee: _____

Date: _____