**Survey Instrument for *Business Data Literacy Competencies: Workforce Perceptions and Practices***

June 2024

**Related Materials**

Dataset: Pothier, W. and Condon, P. (2024). Business Data Literacy Competencies: Workforce Perceptions and Practices [dataset]. *figshare*. 10.6084/m9.figshare.25521241

Article: Pothier, W. and Condon, P. (2024). Data literacy skills: Industry perspectives and professional practice. *portal: Libraries and the Academy.*

**Questions displayed after Informed Consent Form**

Question 1

Are you 18 years of age or older?

* Yes
* No

Skip To: End Survey If Are you 18 years of age or older? = No

Question 2

Are you currently employed in the supply chain and logistics industry or in a supply chain and logistics-related professional role within the United States and Canada?

* Yes
* No

Skip To: End Survey If Are you currently employed in the supply chain and logistics industry or in a supply chain and lo... = No

Question 3

Do you currently work in the United States or Canada?

* United States
* Canada
* Neither

Skip To: End Survey If Do you currently work in the United States or Canada? = Neither

Question 4

Do you consent to participate in the research study?

* Yes
* No

Skip To: End Survey If Do you consent to participate in the research study = No

Display This Question: If

* Are you 18 years of age or older? = No
* Or Are you currently employed in the supply chain and logistics industry or in a supply chain and logistics-related professional role within the United States and Canada? = No
* Or Do you currently work in the United States or Canada? = Neither
* Or Do you consent to participate in the research study? = No

Thank you for your interest in our research survey, however you do not qualify for participation. If you have any questions pertaining to the research you can contact Wendy Pothier ([wendy.pothier@unh.edu](mailto:wendy.pothier@unh.edu)) to discuss them.

Skip To: End of Survey If Thank you for your interest in our research survey, however you do not qualify for participation.... Displayed

**Begin Survey Questions**

*These questions address demographic information and current employment.*

Q1 What is your current job title?

Q2 How long have you been in your current position?

* Less than 1 year
* 1-3 years
* 4-6 years
* 7-10 years
* 11-15 years
* 16-20 years
* More than 20 years

Q3 How would you describe your current employment setting?

* working in a supply chain or logistics related position in a supply chain or logistics company
* working in a non-supply chain or logistics related position in a supply chain or logistics company
* working in a supply chain or logistics related position in company outside of the supply chain or logistics industry

Display This Question: If How would you describe your current employment setting? = working in a supply chain or logistics related position in company outside of the supply chain or logistics industry

Q4 How would you categorize your job?

* Distribution
* Inventory Control
* Logistics
* Manufacturing Management
* Materials Management
* Packaging
* Procurement
* Quality Control
* Receiving
* Sourcing
* Transportation
* Warehousing
* Other, please specify

Display This Question: If How would you describe your current employment setting? = working in a supply chain or logistics related position in a supply chain or logistics company

Q4 How would you categorize your job?

* Distribution
* Inventory Control
* Logistics
* Manufacturing Management
* Materials Management
* Packaging
* Procurement
* Quality Control
* Receiving
* Sourcing
* Transportation
* Warehousing
* Other, please specify

Display This Question: If How would you describe your current employment setting? = working in a non-supply chain or logistics related position in a supply chain or logistics company

Q4 How would you categorize your job?

* Management
* Human Resources
* IT
* Data Analtyics
* Marketing
* Sales
* Research and Development
* Customer Service
* Other, please specify

Q5  In terms of number of employees, what is the overall size of your current employer?

* Less Than 50 employees
* 51 -200 employees
* 201- 500 employees
* 501- 2000 employees
* over 2000 employees
* Unsure

Q6 How many years have you been employed in the supply chain and logistics industry?

* Less than 1 year
* 1-3 years
* 4-6 years
* 7-10 years
* 11-15 years
* 16-20 years
* More than 20 years

Q7 Please select your highest degree obtained

* High School Degree / GED
* Associate Degree
* Bachelor Degree
* Master Degree
* PhD/ Doctorate
* Other, please specify
* Prefer not to say

Q8 With which gender do you identify?

* Male
* Female
* Non-binary / third gender
* Prefer not to say
* Not listed, please specify

Q9 Which best describes your race or ethnicity? (select all that apply)

* American Indian or Alaska Native
* Asian
* Black or African American
* Hispanic or Latino
* Native Hawaiian or Pacific Islander
* White or Caucasian
* Prefer not to say
* Other, please specify

*These questions address how you work with data in your current and/or previous jobs.*

Q10 In your current role, do you work frequently with data?

* Yes
* No
* Unsure

Q11 Do you agree with this statement?  
"I feel confident working with data tasks required for my job."

* Strongly disagree
* Somewhat disagree
* Neither agree nor disagree
* Somewhat agree
* Strongly agree

*Use for Questions Q12-Q19*

* Data organization activities. Examples: create and manage databases OR create metadata or documentation about data OR data entry
* Data storage activities. Examples: design data architecture frameworks OR manage storage infrastructure
* Identifying available sources of data. Examples: provide access to data OR locate/acquire data OR identify potential sources of data
* Evaluating sources of data. Examples: considering relevancy of data OR currency of data OR quality of data sources
* Interpreting data. Examples: comparing data to other findings OR creating visualizations from data OR applying critical thinking to data
* Using data to make decisions. Examples: ask questions based on data OR contextualize data to specific scenarios OR using data to inform decision making
* Presenting with data. Examples: sharing data in written or oral presentations OR creating charts or graphs OR presenting data to others for decision making purposes OR creating reports incorporating data
* Data ethics and security activities. Examples: encoding data for privacy OR create policies for sharing data, cyberinfrastructure, data governance, or access controls
* Advanced data processing and analysis activities. Examples: clean/validate data OR apply data analysis tools or techniques

Q12 Is this activity part of your current job?

* Yes
* No
* Unsure

Q13 Is having skill in this area an expectation of your employer?

* Yes
* No
* Unsure

Q14 How often do you perform these activities in your job?

* Daily
* Weekly
* Monthly
* Yearly
* Never

Q15 How important is this activity to conducting your work?

* Extremely important
* Very important
* Moderately important
* Slightly important
* Not at all important

Q16 Did you do this activity in the job previous to your current position?

* Yes
* No
* Does not apply

Q17 Compared with others in similar jobs, please rate your own skill level for each activity:

* Expert skills
* Advanced skills
* Intermediate skills
* Beginner skills
* No skills

Q18 How did you become skilled in this activity (select all that apply)?

* Education
* Mentorship
* Professional development
* On the job
* Previous experience
* Other
* I am not skilled in this competency

Q19 For your job, does your employer offer any professional development or training for these activities?

* Yes
* No
* Unsure

Q20 Last Question: Please rank these activities in order from MOST OFTEN USED to LEAST OFTEN USED in your current job. (Note: Use your cursor to drag and move into your selected order.)

* Data organization and storage
* Understanding data used in business contexts
* Evaluating the quality of data sources
* Interpreting data
* Data-driven decision making
* Communicating and presenting effectively with data
* Data ethics and security

Q21 Comments (optional):

*Thank you*

Q22 Please enter your name and email if you would like to be included in the drawing for one of twenty $100 cash gift cards.   
  
Q23 If you are interested in participating in future studies related to this research study, please enter your name and email. We will keep your contact information on file separate from your survey responses.

Thank you for your participation in our research survey. If you have any questions pertaining to the research you can contact Wendy Pothier ([wendy.pothier@unh.edu](mailto:wendy.pothier@unh.edu)) to discuss them.