The scales of the LONG COPSOQ II questionnaire.

The purpose of this paper is to describe and explain how the scales of COPSOQ II were constructed. We started up with constructing a test-questionnaire, which contained a large proportion of the items of the old COPSOQ questionnaires but also quite a few new ones.

This test-questionnaire was in 2004-5 sent to a representative sample of adult Danes age 20-59 years. A total of 4,732 responded of whom 3,517 were employees. The response rate was 60.4% and 52% of the respondents were women.

The population of 3,517 employees comprise the study base for the analyses described in the following. We briefly describe the statistical analyses that were carried out. The purpose of the analyses was to construct the three questionnaires of the so-called three-level COPSOQ concept: The long questionnaire for research use, the medium size questionnaire to be used by work environment professionals, and the short questionnaire for the workplaces.

As a rule we aimed at scales with 3-4 questions (items) per scale. It is our experience that researchers prefer short scales for a number of reasons. (Primarily: competition about space in most questionnaires). In our test-questionnaire we had more than 4 items in many of the scales making it possible to discard items in the ensuing process.

New items and scales, which were not part of COPSOQ I, are in italics. The numbers correspond to consecutive numbers in the test-questionnaire.

Most of the questions in COPSOQ II have five response options. These are:
1. Always, Often, Sometimes, Seldom, Never/hardly ever. (Called (Always …) in this paper).
2. To a very large extent, To a large extent, Some what, To a small extent, To a very small extent. (Called (To a very large …) in this paper).

Scoring of the scales

All the scales of COPSOQ are scored 0-100 points. (The exception is the short questionnaire in which a very simple scoring system is used). The five response options are scored 100, 75, 50, 25, 0. In case of only four response options the scores are 100, 66.7, 33.3, 0. The total score on a scale for a respondent is the average of the scores on the individual items. A person is considered missing if less than half of the questions in a scale have been answered.

High scores correspond to high values on the respective dimensions. Thus, a high score on burnout means a high burnout level, and a low score on influence means a low level of influence at work. In most cases high levels are “good” or “healthy”. The exceptions are quantitative demands, work pace, emotional demands, demands for hiding emotions, role conflicts, job insecurity, work-family conflict, family-work conflict, burnout, stress, sleeping problems, depressive symptoms, somatic
stress symptoms, and cognitive stress symptoms. It should be noted that high levels of cognitive demands are considered “healthy” and stimulating.

A few of the questions are scored with “reversed scoring”. This is indicated in the text below at all the relevant places.

**Work environment factors:**

**Quantitative demands:**

32.1 Is your workload unevenly distributed so it piles up? (*Always...*)
32.2 How often do you not have time to complete all your work tasks? (*Always...*)
32.14 Do you get behind with your work? (*Always...*)
32.23 Do you have enough time for your work tasks? (*Always...*) (Reversed scoring)

**Scale characteristics:** Correlation with the original scale of five items: 0.98. Non-response: 77. Average: 40.2. SD: 20.5. Cronbach’s alpha = 0.82. Item-correlations with total scale: 0.58 – 0.73. Inter-item correlations: 0.45 – 0.65.

**Tempo:**

32.6 Do you have to work very fast? (*Always...*)
35.35 Do you work at a high pace throughout the day? (To a very large...)  
35.2 Is it necessary to keep working at a high pace? (To a very large...)

**Scale characteristics:** Correlation with the scale of four items: 0.98. Non-responders: 79. Average: 59.5. SD: 19.1. Cronbach’s alpha: 0.84. Item correlations with total scale: 0.67 – 0.74. Inter-item correlations: 0.58 – 0.67.

**Cognitive demands:**

32.2 Do you have to keep your eyes on lots of things while you work? (*Always...*)
32.26 Does your work require that you remember a lot of things? (*Always...*)
32.7 Does your work demand that you are good at coming up with new ideas? (*Always...*)
32.22 Does your work require you to make difficult decisions? (*Always...*)

**Scale characteristics:** Correlation with the full scale of six items: 0.97. Non-responders: 78. Average: 63.9. SD: 18.7. Cronbach’s alpha: 0.74. Item-correlations with the total scale: 0.51 – 0.57. Inter-item correlations: 0.35 – 0.47.

**Emotional demands:**

32.3 Does your work put you in emotionally disturbing situations? (*Always...*)
32.8 Do you have to relate to other people’s personal problems as part of your work? (*Always...*)
35.3 Is your work emotionally demanding? *(To a very large...)*
35.19 Do you get emotionally involved in your work? *(To a very large...)*

**Scale characteristics:** Non responders: 76. Average: 40.7. SD: 24.3. Cronbach’s alpha: 0.87. Item-correlations with the total scale: 0.65 – 0.80. Inter-item correlations: 0.54 – 0.70.

**Demands for hiding emotions:**

32.21 Are you required to treat everyone equally, even if you do not feel like it? *(Always...)*
35.12 Does your work require that you hide your feelings? *(To a very large...)*
35.26 Are you required to be kind and open towards everyone – regardless of how they behave towards you? *(To a very large...)*

**Scale characteristics:** Correlation with the original scale of four items: 0.95. Non responders: 80. Average: 50.6. SD: 20.8. Cronbach’s alpha: 0.57. Item correlations with the total scale: 0.31 – 0.45. Inter-item correlations: 0.22 – 0.39.

**Sensory demands.**

There is no scale for sensory demands in COPSOQ II.

**Influence at work:**

32.4 Do you have a large degree of influence concerning your work? *(Always...)*
32.9 Do you have a say in choosing who you work with? *(Always...)*
32.24 Can you influence the amount of work assigned to you? *(Always...)*
32.13 Do you have any influence on what you do at work? *(Always...)*

**Scale characteristics:** Correlation with the long scale: 0.92. Non responders: 78. Average: 49.8. SD: 21.2. Cronbach’s alpha: 0.73. Item correlations with total scale: 0.43 – 0.59. Inter-item correlations: 0.31 – 0.49.

**Possibilities for development (Skill discretion):**

35.4 Does your work require you to take the initiative? *(To a very large...)*
35.31 Do you have the possibility of learning new things through your work? *(To a very large...)*
35.20 Can you use your skills or expertise in your work? *(To a very large...)*
35.36 Does your work give you the opportunity to develop your skills? *(To a very large...)*

**Scale characteristics:** Correlations with the long scale: 0.97. Non responders: 91. Average: 65.9. SD: 17.6. Cronbach’s alpha: 0.77. Item correlations with the total scale: 0.47 – 0.70. Inter-item correlations: 0.34 – 0.70.
Variation of work:

32.5 Is your work varied? (Always…)
32.19 Do you have to do the same thing over and over again? (Always…) (Reversed scoring)

Scale characteristics: Non responders: 77. Average: 60.4. SD: 21.4. Cronbach’s alpha: 0.50. (This alpha is very low, which is due to the fact the scale consists of only two items).

Degrees of freedom at work:

There is no scale for degrees of freedom at work in COPSOQ II.

Meaning of work:

35.5 Is your work meaningful? (To a very large…)
35.13 Do you feel that the work you do is important? (To a very large…)
35.32 Do you feel motivated and involved in your work? (To a very large…)

Scale characteristics: Non responders: 97. Average: 73.8. SD: 15.8. Cronbach’s alpha: 0.74. Item correlations with total scale: 0.55 – 0.57. Inter item correlations: 0.48 – 0.49.

Commitment to the workplace:

35.21 Do you enjoy telling others about your place of work? (To a very large…)
35.14 Would you recommend a good friend to apply for a position at your workplace? (To a very large…)
35.28 How often do you consider looking for work elsewhere? (Always…) (Reversed scoring)

Scale characteristics: Correlation with the five-item scale: 0.96. Non responders: 78. Average: 60.9. SD: 20.4. Cronbach’s alpha: 0.77. Item correlations with the total scale: 0.55 – 0.61. Inter item correlationers: 0.38 – 0.51.

Predictability:

35.6 At your place of work, are you informed well in advance concerning for example important decisions, changes, or plans for the future? (To a very large…)
35.22 Do you receive all the information you need in order to do your work well? (To a very large…)

Scale characteristics: Non responders: 80. Average: 57.7. SD: 20.9. Cronbach’s alpha: 0.74.
Rewards:

35.10 Is your work recognised and appreciated by the management? (To a very large...)
35.17 Does the management at your workplace respect you? (To a very large...)
35.25 Are you treated fairly at your workplace? (To a very large...)

Scale characteristics: Correlation with the long scale for rewards: 0.92. Non responders: 98. Average: 66.2. SD: 19.9. Cronbach’s alpha: 0.83. Item correlations with the total scale: 0.63 – 0.75. Inter item correlations: 0.54 – 0.70.

If the researcher is interested in including the two other components of Siegrist’s reward concept in the analyses, it is possible to choose the two single items on future prospects and salary:

35.11 Are there good prospects in your job? (To a very large...)
35.34 Is your salary fair in relation to your effort at work? (To a very large...)

Furthermore, it is possible to include the scale on job insecurity if one wishes to include this kind of (negative) rewards.

Role clarity:

35.7 Does your work have clear objectives? (To a very large...)
35.15 Do you know exactly which areas are your responsibility? (To a very large...)
35.28 Do you know exactly what is expected of you at work? (To a very large...)

Scale characteristics: Non responders: 96. Average: 73.5. SD: 16.4. Cronbach’s alpha: 0.78. Item correlations with total scale: 0.55 – 0.67. Inter item correlations: 0.48 – 0.65.

Role conflicts:

35.23 Do you do things at work, which are accepted by some people but not by others? (To a very large...)
35.8 Are contradictory demands placed on you at work? (To a very large...)
35.29 Do you sometimes have to do things, which ought to have been done in a different way? (To a very large...)
35.33 Do you sometimes have to do things, which seem to be unnecessary? (To a very large...)

Scale characteristics: Non responders: 93. Average: 42.0. SD: 16.6. Cronbach’s alpha: 0.67. Item correlations with total scale: 0.43 – 0.49. Inter item correlations: 0.30 – 0.41.

Quality of leadership:

48. To what extent would you say that your immediate superior…
   2. makes sure that the individual member of staff has good development opportunities? (To a very large...)
4. gives high priority to job satisfaction? *(To a very large...)*
5. is good at work planning? *(To a very large...)*
7. is good at solving conflicts? *(To a very large...)*

**Scale characteristics:** Correlation with the full scale of 8 items: 0.98. Non responders: 852. Average: 55.3. SD: 21.1. Cronbach’s alpha: 0.89. Item correlations with total scale: 0.73 – 0.79. Inter item correlations: 0.60 – 0.71.

**Social support:**

**Scale for social support from colleagues:**
33.1 How often do you get help and support from your colleagues? *(Always ...).*
33.2 How often are your colleagues willing to listen to your problems at work? *(Always ...).*
33.3 How often do your colleagues talk with you about how well you carry out your work? *(Always ...).*

(For these items an extra response option: “Not relevant” has been added for those employees who might work alone without contact to colleagues. These respondents were scored as missing on this scale).

**Scale characteristics:** Non responders: 187. Average: 57.3. SD: 19.7. Cronbach’s alpha: 0.70. Item correlations with the total scale: 0.48 – 0.56. Inter item correlations: 0.39 – 0.49.

**Scale for social support from supervisors:**
47.1 How often is your nearest superior willing to listen to your problems at work? *(Always ...).*
47.2 How often do you get help and support from your nearest superior? *(Always ...).*
47.3 How often does your nearest superior talk with you about how well you carry out your work? *(Always ...).*

(These questions were only addressed to respondents who were not supervisors themselves and who had a supervisor).

**Scale characteristics:** Non responders: 852. Average: 61.6. SD: 22.4. Cronbach’s alpha: 0.79. Item correlations with total scale: 0.59 – 0.68. Inter item correlations: 0.49 – 0.61.

Correlation between the two scales on social support from colleagues and supervisors, respectively, is 0.46 (rather low).

**Feedback:**

The two items on feedback were distributed to the two new scales on social support. Therefore, there is no separate scale on feedback in the new questionnaire.
Social relations:

There is no scale for social relations in COPSOQ II.

Social community at work:

33.4 Is there a good atmosphere between you and your colleagues? (Always…)
33.5 Is there good co-operation between the colleagues at work? (Always…)
33.6 Do you feel part of a community at your place of work? (Always…)

Scale characteristics: Non responders: 127. Average: 78.7. SD: 18.9. Cronbach’s alpha: 0.86. Item correlations with total scale: 0.71 – 0.74. Inter item correlations: 0.65 – 0.68.

Person-work interface factors:

Job insecurity:

35.9 Are you worried about becoming unemployed? (To a very large…)
35.16 Are you worried about new technology making you redundant? (To a very large…)
35.30 Are you worried about it being difficult for you to find another job if you became unemployed? (To a very large…)
35.24 Are you worried about being transferred to another job against your will? (To a very large…)

Scale characteristics: Non responders: 81. Average: 23.7. SD: 20.8. Cronbach’s alpha: 0.77. Item correlations with total scale: 0.51 – 0.64. Inter item correlations: 0.35 – 0.57.

Satisfaction with work – job satisfaction:

34. Regarding your work in general. How pleased are you with -
   2. the physical working conditions? (Very satisfied. Satisfied. Unsatisfied. Very unsatisfied. Not relevant)
   4. the way your abilities are used? (Very satisfied. Satisfied. Unsatisfied. Very unsatisfied. Not relevant)

Scale characteristics: Non responders: 122. Average: 65.3. SD: 18.2. Cronbach’s alpha: 0.82. Item correlations with total scale: 0.57 – 0.71. Inter item correlations: 0.46 – 0.62.
Family-work (im)balance:

Work family conflict:

29. Do you often feel a conflict between your work and your private life, making you want to be in both places at the same time? (Yes, often. Yes, sometimes. Rarely. No, never).

30. The next three questions concern the ways in which your work affects your private life:
30.1 Do you feel that your work drains so much of your energy that it has a negative effect on your private life? (Yes, certainly. Yes, to a certain degree. Yes, but only very little. No, not at all).
30.2 Do you feel that your work takes so much of your time that it has a negative effect on your private life? (Yes, certainly. Yes, to a certain degree. Yes, but only very little. No, not at all).
30.3 Do your friends or family tell you that you work too much? (Yes, certainly. Yes, to a certain degree. Yes, but only very little. No, not at all).

Scale characteristics: Non responders: 101. Average: 33.5. SD: 24.3. Cronbach’s alpha: 0.80. Item correlations with total scale: 0.52 – 0.74. Inter item correlations: 0.39 – 0.69.

Family work conflict

31. The next two questions concern the ways in which your private life affects your work:
31.1 Do you feel that your private life takes so much of your energy that it has a negative effect on your work? (Yes, certainly. Yes, to a certain degree. Yes, but only very little. No, not at all).
31.2 Do you feel that your private life takes so much of your time that it has a negative effect on your work? (Yes, certainly. Yes, to a certain degree. Yes, but only very little. No, not at all).

Scale characteristics: Non responders: 102. Average: 7.6. SD: 15.3. Cronbach’s alpha: 0.79.

Values at the workplace:

Trust:

Top of the page:

THE WORKPLACE AS A WHOLE.
The next questions are not about your own job but about the workplace as a whole.

Scale for “horizontal trust”:
36.10 Do the employees withhold information from each other? (To a very large...) (Reversed scoring)
36.11 Do the employees withhold information from the management? (To a very large...) (Reversed scoring)
36.15 Do the employees in general trust each other? (To a very large...)
Scale characteristics: Correlation with the original trust scale with 9 items: 0.79. Non-responders: 113. Average: 68.6. SD: 16.9. Cronbach’s alpha: 0.77. Item correlations with total scale: 0.48 – 0.69. Inter item correlations: 0.41 – 0.68.

Scale for ”vertical trust”:
36.1 Does the management trust the employees to do their work well? (To a very large...)
36.4 Can you trust the information that comes from the management? (To a very large...)
36.7 Does the management withhold important information from the employees? (To a very large...) (Reversed scoring)
36.19 Are the employees able to express their views and feelings? (To a very large...)

Scale characteristics: Correlation with the original scale for trust with 9 items: 0.93. Non responders: 87. Average: 67.0. SD: 17.7. Cronbach’s alpha = 0.80. Item correlations with the total scale: 0.55 – 0.69. Inter item correlations: 0.40 – 0.56.

The two scales for trust have a correlation of 0.57, which confirms that they do not measure the same thing.

Justice and respect:

These items were under the same heading on the top of the page as the items on trust.

36.5 Are conflicts resolved in a fair way? (To a very large...)
36.8 Are employees appreciated when they have done a good job? (To a very large...)
36.18 Are all suggestions from employees treated seriously by the management? (To a very large...)
36.25 Is the work distributed fairly? (To a very large...)

Scale characteristics: Correlation with the original scale of 9 items: 0.95. Non responders: 93. Average: 59.2. SD: 17.7. Cronbach’s alpha = 0.83. Item correlations with total scale: 0.61 – 0.72. Inter item correlations: 0.48 – 0.66.

Inclusiveness, the social responsibility:

Same heading as the items on trust and justice.

Scale for social responsibility:
36.3 Are men and women treated equally at your workplace? (To a very large...)
36.13 Is there space for employees of a different race and religion? (To a very large...)
36.17 Is there space for elderly employees? (To a very large...)
36.24 Is there space for employees with various illnesses or disabilities? (To a very large...)

Scale characteristics: Correlation with the total scale of 7 items: 0.91. Non responders: 99. Average: 67.5. SD: 16.3. Cronbach’s alpha: 0.63. Item correlations with total scale: 0.35 – 0.45. Inter item correlations: 0.21 – 0.41.
Individual factors:

Self rated health:

8. In general, would you say your health is: \textit{(Excellent, Very good, Good, Fair, Poor)}


Characteristics in the total population of 20-59 years old: Non responders: 51. Average: 64.2. SD: 23.2.

Sleeping troubles:

Top of page: These questions are about how you have been during the last 4 weeks.

10.1 How often have you slept badly and restlessly? (All the time; A large part of the time; Part of the time; A small part of the time; Not at all)
10.3 How often have you found it hard to go to sleep? (All the time...)
10.8 How often have you woken up too early and not been able to get back to sleep? (All the time...)
10.10 How often have you woken up several times and found it difficult to get back to sleep? (All the time...)

Scale characteristics: Non responders: 21. Average: 21.3. SD: 19.0. Cronbach’s alpha: 0.86. Item correlations with total scale: 0.62 – 0.79. Inter item correlations 0.48 – 0.74.

Scale characteristics in the total population of 20-59 years old: Non responders: 30. Average: 22.1. SD: 19.8. Cronbach’s alpha: 0.86.

Burnout:

Top of page: These questions are about how you have been during the last 4 weeks.

10.2 How often have you felt worn out? (All the time...)
10.4 How often have you been physically exhausted? (All the time...)
10.7 How often have you been emotionally exhausted? (All the time...)
10.9 How often have you felt tired? (All the time...)

Scale characteristics: Correlation with the original burnout scale: 0.97. Non responders: 22. Average: 34.1. SD: 18.2. Cronbach’s alpha: 0.83. Item correlations with total scale: 0.58 – 0.75. Inter item correlations: 0.38 – 0.69.

Scale characteristics in the total population of 20-59 years old: Non responders: 30. Average: 34.8. SD: 18.8. Cronbach’s alpha: 0.83.
Stress:

Top of page: These questions are about how you have been during the last 4 weeks.

10.14 How often have you had problems relaxing? (All the time…)
10.16 How often have you been irritable? (All the time…)
10.24 How often have you been tense? (All the time…)
10.30 How often have you been stressed? (All the time…)

Scale characteristics: Correlation with the long stress scale: 0.96. Non responders: 22. Average: 26.7. SD: 17.7. Cronbach’s alpha: 0.81. Item correlations with total scale: 0.57 – 0.68. Inter item correlations: 0.45 – 0.58.

Scale characteristics in the total population of 20-59 years old: Non responders: 32. Average: 27.0. SD: 18.2. Cronbach’s alpha: 0.81.

Depressive symptoms:

Top of page: These questions are about how you have been during the last 4 weeks.

10.5 How often have you felt sad? (All the time…)
10.20 How often have you lacked self-confidence? (All the time…)
10.32 How often have you had a bad conscience or felt guilty? (All the time…)
10.34 How often have you lacked interest in everyday things? (All the time…)

Scale characteristics: Correlation with the total scale for depressive symptoms: 0.95. Non responders: 24. Average: 21.0. SD: 16.5. Cronbach’s alpha: 0.78. Item correlations with total scale: 0.52 – 0.59. Inter item correlations: 0.39 – 0.51.

Scale characteristics in the total population of 20-59 years old: Non responders: 36. Average: 22.1. SD: 17.4. Cronbach’s alpha: 0.78.

Somatic stress:

Top of page: These questions are about how you have been during the last 4 weeks.

10.21 How often have you had stomach ache? (All the time; A large part of the time; Part of the time; A small part of the time; Not at all)
10.25 How often have you had a headache? (All the time…)
10.31 How often have you had palpitations? (All the time…)
10.35 How often have you had tension in various muscles? (All the time…)

Scale characteristics: Correlation with the long scale for somatic stress: 0.97. Non responders: 22. Average: 17.8. SD: 16.0. Cronbach’s alpha: 0.68. Item correlations with total scale: 0.43 – 0.50. Inter item correlations: 0.31 – 0.47.
Scale characteristics in the total population of 20-59 years old: Non responders: 35. Average: 18.4. SD: 16.6. Cronbach’s alpha: 0.69.

Cognitive stress:

Top of page: These questions are about how you have been during the last 4 weeks.

10.15 How often have you had problems concentrating? (All the time; A large part of the time; Part of the time; A small part of the time; Not at all)
10.23 How often have you found it difficult to think clearly? (All the time…)
10.29 How often have you had difficulty in taking decisions? (All the time…)
10.33 How often have you had difficulty with remembering? (All the time…)

Scale characteristics: Non responders: 24. Average: 17.8. SD: 15.7. Cronbach’s alpha: 0.83. Item correlations with total scale: 0.60 – 0.70. Inter item correlations: 0.45 – 0.64.

Scale characteristics in the total population of 20-59 years old: Non responders: 36. Average: 18.7. SD: 16.6. Cronbach’s alpha: 0.83.

Self-efficacy:

Top of page: How well do these descriptions fit on you as a person?

9.1 I am always able to solve difficult problems, if I try hard enough. (Fits perfectly; Fits quite well; Fits a little bit; Does not fit)
9.2 If people work against me, I find a way of achieving what I want. (Fits perfectly…)
9.3 It is easy for me to stick to my plans and reach my objectives. (Fits perfectly…)
9.4 I feel confident that I can handle unexpected events. (Fits perfectly…)
9.6 When I have a problem, I can usually find several ways of solving it. (Fits perfectly…)
9.7 Regardless of what happens, I usually manage. (Fits perfectly…)

Scale characteristics: Correlation with the long scale on self-efficacy: 0.99. Non responders: 46. Average: 67.5. SD: 16.0. Cronbach’s alpha = 0.80. Item correlations with total scale: 0.45 – 0.61. Inter item correlations: 0.31 – 0.54.

Overview of scales and number of questions in the three COPSOQ II questionnaires

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