## THE RELATIONSHIP BETWEEN OFFICE ENVIRONMENT AND JOB PERFORMANCE AMONG SUPPORT STAFFS IN SELECTED PUBLIC SECTOR DEPARTMENTS AT JALAN SULTAN ISMAIL KUALA TERENGGANU, TERENGGANU

Prepared for: PUAN NALIZA BINTI SOLAT

Prepared by:
NUR IYLIA AMALINA BT MAT NOR
BACHELOR IN OFFICE SYSTEM MANAGEMENT (HONS.)

UNIVERSITI TEKNOLOGI MARA (UiTM) FACULTY OF BUSINESS MANAGEMENT

Jun 2016

## ABSTRACT

This research discussed about the relationship between office environment (lighting, office furniture and office layout) and job performance among support staff in selected public sector departments in Jalan Sultan Ismail, Kuala Terengganu, Terengganu. This correlation research used stratified disproportionate sampling. The questionnaires, adopted from Ambreen, Atif, Khalid, Muhammad, Khurram and Ihsan (2012), Kim and Dear (2006) and Ali, Surani and Hirani (2013) were distributed to 152 support staff. The questionnaire were then analysed by using the SPSS version 21 to get the results. Most of the respondents were female workers, from Group C support staff, aged between 30 to 39 years old, and have 1 to 5 workings experience. Many of the respondents came from human resource department and majority scored 100-90 for their performance appraisal. The findings indicated strong relationship between office environment and job performance (r=0.98, p=0.001). The findings also showed that all office environment elements have good strength: lighting (r=0.98, p=0.001), furniture (r=0.98, p=0.001) and layout (r=0.97, p=0.001). The findings also indicated that every element in office environment affects job performance among the respondents. It was found out that 97% of office environment contributes job performances. However, lighting contributes more to the relationship [R<sup>2</sup>=.968 F (3,148) = 1487.24, p<0.01]. This study also proposed recommendations for practice that can be used by the management such as improving lighting condition, obtaining new furniture and improving office decoration. In future, More elements of office environments should be examined such as noise, safety and colours. The researchers should not only focus on Kuala Terengganu area but also need to expand their sample size to the whole peninsular Malaysia.

## ACKNOWLEDGEMENT

First and foremost, I thanked to Allah SWT for giving me chance, getting me the strength, good, knowledge, skill, inspiration, motivation and an opportunity to finish and complete the research as fulfilling the requirements of the subject Academic Project (ASM 662). From this research I gain many new knowledge, information and experience.

Secondly, from the bottom of my hearts, I want give the special thanks to Madam Naliza binti Solat as my supervisor for all the time, for her guidance and encouragement, excellent supervision and assistance throughout the duration of the research. Your invaluable support, patience and cooperation are much indeed appreciated.

Also, I would like to express my gratitude towards our ASM662 lecturer, Encik Mohd Amli bin Abdullah @ Baharom, for providing a necessary background skills, giving me lecture and tutoring me about what a research is. This has added my knowledge and is very useful for completing the research.

Not to forget, to my parents Mat Nor bin Awang and Wan Hamidah binti Wan Sulong and my sibling for all the support, cooperation and encouragements for the research completion from the beginning until finish the research. My parents gave me a lot of motivation and they were my source of inspiration.

## CONTENTS

LI	ST OF TABLES			i
LI	ST OF FIGURES	Error!	Bookmark n	ot defined.
CI	HAPTER 1			
IN	TRODUCTION	Error!	Bookmark n	ot defined.
Ba	ckground for the Study	Error!	Bookmark n	ot defined.
	Statement of Problem	Error!	Bookmark n	ot defined.
	Research Objective	Error!	Bookmark n	ot defined.
	Research Questions			6
	Research Hypothesis	Error!	Bookmark n	ot defined.
	Significance of the Study			7
	Limitations of the Study	Error!	Bookmark n	ot defined.
	Definition of Terms	Error!	Bookmark n	ot defined.
CF	HAPTER 2			
Lľ	TERATURE REVIEW	Error!	Bookmark n	ot defined.
	Definition	Error!	Bookmark n	ot defined.
	Literature Review on Office Environment	Error!	Bookmark n	ot defined.
	Literature Review on Job Performance			15
	Relationship between Office Environment and Job Perform	ance		16
	Conceptual Framework			17
<u>CI</u>	HAPTER 3			
Ml	ETHODOLOGY			18
	Research Design			18
	Sampling Frame	Error!	Bookmark n	ot defined.
	Population			20
	Sampling Technique			20
	Sampling Size	Error!	Bookmark n	ot defined.
	Unit of Analysis	Error	Rookmark n	at defined

	Research Instruments Error!	Bookmark not defined.
	Validity of InstrumentsError!	Bookmark not defined.
	Reliability TestError!	Bookmark not defined.
	Data Collection Procedures Error!	Bookmark not defined.
	Data Analysis Error!	Bookmark not defined.
<u>CI</u>	CHAPTER 4	
FI	FINDINGS AND DATA ANALYSIS	30
	Introduction	30
	Survey Return Rate Error!	Bookmark not defined.
	Section B: Independent Variable	41
	Section C: Dependent Variable	56
	Section D: Open Ended Question	62
	Research Question 1	63
	Research Question 2	65
	Research Question 3	67
	Research Question 4	69
CH	CHAPTER 5	
CC	CONCLUSIONS AND RECOMMENDATIONS	71
	Introduction	71
	Conclusions For Demographic Background	71
	Conclusions For Research Questions	
	Recommendations	76
	Recommendations For Future Research	78
RE	REFERENCES	80
ΑF	APPENDICES	86
Α	A Letter Permission to Conduct the Study	84
В	B Cover Letter	88
	C Pie Chart	
D	D Krejcie and Morgan	92
	E Data analysis	