

SURVEY PROMOTION : 01

Communicate **PURPOSE & EXPECTATIONS**

Advertise in person, email, social media, posters, etc

Discuss 30, 15, 10, and 1 day(s) prior to start date

ANONYMITY : 02

Talk about the importance of anonymity

Encourage, but do not mandate,
survey participation

Explain password process and
anonymity safeguards

SURVEY SCHEDULING : 03

Allocate time during the workday for
survey completion

Schedule the survey when most
employees are available

Inform employees how to access the survey

SYNCHRONIZE EFFORTS : 04

Meet with leaders and communicate expectations

Motivate leaders to encourage
employee participation

Ensure leaders communicate the same message

MAKE IT A CHALLENGE : 05

Share survey participations rate with your employees
and strive to inspire greater participation (e.g., by 10% or 20%)

Have internal section competition

Make it a goal to reach 70% to 80% completion rate

06 : MANAGE THE SURVEY PROCESS

Ensure survey website link, and passwords are available, especially
for members who lose or misplace the information

Contact HR Tec for technical assistance

10 : WHEN IN DOUBT

Contact: Human Resources Technologies, Inc.

Phone: 866.933.4999 | Email: info@SurveyQwik.com

Website: <https://surveyqwik.com>

09 : ACT QUICKLY

Brief initial survey results to the workforce

Implement action plans and demonstrate
to your employees you are acting on their
feedback. Inform the workforce on what
actions you are and are not taking and why

08 : DATA SHELF-LIFE

The sooner data can be used the greater
value of the action plan

Acting on assessment results will directly
influence participation rates in future
assessments

Timeliness of action plan implementation
is critical

07 : ENGAGE YOUR EMPLOYEES

Talk to employees to create awareness

Reemphasize survey **PURPOSE, EXPECTATIONS**

Reemphasize anonymity & voluntary participation

