

Employee Survey Frequently Asked Questions

February 2016

Why Survey?

Conducting this survey on a regular basis enables College leadership an opportunity to understand our strengths and development areas through the lens of the faculty and staff. Augsburg College is committed to using the results to develop plans and take actions to address key organizational issues.

Who is conducting the survey?

The Great Colleges to Work For program is sponsored by The Chronicle of Higher Education in partnership with ModernThink LLC. The survey database has over 800 participating institutions which allows us to benchmark Augsburg's responses against other institutions across various categories. Using an external vendor ensures confidentiality since all information is stored on their secure server, and they do not share individual survey responses.

Is participation voluntary?

Yes, participation is voluntary, but everyone's participation is needed to create a more engaging workplace. Augsburg's response rate in the 2014 survey was 66%; we hope to hear from even more faculty and staff in 2016!

Will anyone at Augsburg know how I personally responded to the survey?

No. ModernThink does not release individual survey responses to Augsburg or any other party.

How are results shared with Augsburg?

Survey results are provided to Augsburg only in aggregate, displayed by department/division/job or other relevant groups. Group information is reported to Augsburg only when are five or more completed surveys received in that particular group.

If this is an anonymous survey, why do I have a personalized link?

A personalized link assures that each employee takes the survey only once and that ModernThink can send email reminders to those employees who have not taken the survey. Augsburg will have no way of knowing who does and doesn't take the survey.

Why am I being asked to select my job group, department/division, and other personal information?

We will use the demographic information to better understand how different groups of staff and faculty think about Augsburg College. This information CANNOT be used to identify you as an individual.

Do I have to take the survey on-campus?

No, you can respond to the survey from any computer with Internet access as long as you have your personalized link.

How long will it take me to complete the survey?

While it varies, most people will be able to take the survey in 20 minutes.

What has Augsburg done with the information received from previous surveys?

The data we received from this survey over the years has resulted in improvements and updates in shared governance, communication, strategic and campus planning, benefits, and policies.

English is not my first language. What resources are available to help me take the survey?

Open computer labs will be staffed by human resources team members. If you wish to attend one of the labs, a HR team member will be available to answer any questions you might have about the survey.

If you prefer, you can fill out the survey with the assistance of a co-worker during work time.

What if I don't have a computer at work?

We will provide drop-in sessions for those who don't have access to a computer. Following is the 2016 the drop-in session schedule:

<u>Date</u>	<u>Time</u>	<u>Location</u>
2/23	2:30-3:30 pm	Sverdrup 205
2/24	8:00-9:00 am	Sverdrup 205
2/25	4:00-5:00 pm	Foss 22B
2/29	9:30-10:30 am	Sverdrup 205
3/2	11:30 am-12:30 pm	Foss 22B
3/4	10:00-11:00 am	Sverdrup 205