

Employee survey: frequently asked questions

Is the survey confidential?

Yes! The organization we are working with to deploy the survey is TalentMap – experts in employee surveys. All of your responses are collected confidentially. TalentMap will not share individual responses at any time with anyone within our organization. Only aggregate (combined) responses will be given to us.

Will I be asked to provide demographic information?

No! The survey is pre-programmed with applicable demographic data, such as age category, level of responsibility, length of service category and functional group. Not only is this information important so we can understand the demographic makeup of the organization but it will be vital in helping us to implement strategic and customized programs, which address issues both corporately and locally. Please remember that TalentMap will not report on any groups with less than 5 responses to ensure confidentiality.

Do I have to complete the survey all at one time?

No! Once you start the survey, you are encouraged to finish it in one sitting. If, however, during the course of completing your survey you must close it, you can click “Next”, in order to save your responses, and then close your browser. You must return to the unique link that TalentMap will send you and click on it again to continue the survey.

Can I change my responses after submitting?

No! After you complete the survey and click the “submit” button, you will not be able to re-use your link or change your responses. Once you have submitted your responses, they are saved and locked.

How long is the survey open?

The survey is accessible online 24 hours a day from the survey open date to the survey close date. We hope to get as many responses as possible in the first few days the survey is open. You will receive reminder emails and response rate updates throughout the survey period and be notified when the survey is closing. If you don't have time at work, you can complete the survey at home by forwarding the survey email to your personal email address.





Will the results be shared with us?

Yes! Our organization is committed to an open process of communication. We will be sharing the survey results, good and bad, with all of the employees.

Why did we choose this methodology to conduct the survey?

After researching other ways to gather feedback from our employees, we decided that an online survey is the most cost-effective and timely way to gather feedback. We also wanted to make sure the survey was easy and fast to complete. We decided to hire TalentMap to manage this important project. They work regularly with organizations like ours to implement surveys and ensure that all goes smoothly.

What response rate are we trying to achieve?

Our target is to reach an 80% response rate. We will be sending out emails, promoting the survey during meetings and encouraging managers to promote and “talk up” the survey. The more participation we get, the more representative of the entire population the results will be.

Why survey?

There are many good reasons to gather feedback from employees. Some of these reasons include the following:

- Online, confidential surveys allow us to provide a vehicle for all employees in the organization to voice their opinion.
- Surveys help us to identify where we are doing well and where we need to improve.
- Surveys will ultimately increase employee engagement, which leads to better overall business performance and a more enjoyable workplace culture for you.

IF YOU DON'T FEEL SAFE, IT'S DIFFICULT TO BE HONEST. THIS IS WHY TALENTMAP TAKES YOUR RESPONSE CONFIDENTIALITY SERIOUSLY.

