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## Survey Announcements [sent by your organization]

### General Announcement

**Subject:** Be Heard! The 2020 Employee Engagement Survey is Coming!

**Message:**

The **2020 Employee Engagement Survey** will launch next week.  This confidential survey is your opportunity to help shape the future of [Organization], while improving your own work experience.  Your feedback will be compiled and used to guide further positive changes across our organization.

An independent firm, Quantum Workplace, will conduct the survey and analyze the results. Quantum Workplace works with more than 5,000 organizations on employee assessments every year and is the exclusive research partner of the American City Business Journal’s Best Places to Work™ contests in over 40 U.S. metro markets. As a result, we’ll be able to compare our survey results to those in our industry and to other organizations similar in size. Quantum Workplace staff members will communicate the findings in a summary report to [Organization] leadership, along with recommendations and action plans to address the findings.

These results will also be disseminated to [Organization] employees in upcoming meetings and in a group setting with your unit’s supervisors and leaders.

Get ready! You will receive an e-mail invitation from Quantum Workplace on **Monday, August 10.**  The invitation will include a link to the survey, which should take less than 15 minutes to complete.

**Please complete the survey by Friday, August 28.**

Thank you for your participation and support of this important initiative.

### For Senior Leaders & VPs

**Subject:** EMPLOYEE ENGAGEMENT SURVEY

**Message:**

Our number one management priority is our people. Next week, we will launch an employee engagement survey at [Organization]. This confidential online survey will allow eligible team members of [Organization] to provide input and feedback regarding their experience working here – teamwork, customer service, recognition, development, etc. Just as we solicit our customers for their input regarding our service, the employee engagement survey will help us better understand how we’re doing from the perspective of our people. We expect to gain great insight for strategy and decision-making from these valuable survey results.

[Organization] managers are critical to this process. We have two key expectations of our management team:

1. All [Organization] managers should commit to assisting and encouraging their team members to complete the survey before August 30. We need everyone to be heard. In the next several days, managers and team members will receive communications via e-mail and personal home mailings. The survey link and instructions will be provided; however, we need managers to champion actual survey completion. This will be especially challenging for our employees who do not have access to company e-mail. Many will be able to complete this survey from home or a smart phone, but [Organization] managers may need to offer ten minutes of online access to drivers who may not have internet access elsewhere.
2. Following the survey, [Organization] managers will have access to user-friendly, online results reports. I will expect every manager to review, analyze, and create an action plan based on these results. Each one of us will be accountable for improvements and needed changes.

Again, you and your management teams will receive additional communication with more details very soon. I appreciate your demonstrated support for the survey and the positive changes to come.

If you have questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

### For all management

**Subject:** Upcoming Employee Engagement Survey

**Message:**

Our number one priority is our people. On August 10, we will launch an employee survey at [Organization]. We have partnered with an independent firm, Quantum Workplace, to conduct the survey and analyze the results. This confidential online survey will allow eligible [Organization] team members (including you) to provide input and feedback regarding their experience working at [Organization]. Just as we solicit our customers for their input on our service, the employee survey will help us better understand how we’re doing from the perspective of our people. We expect to gain great insight for strategy and decision-making from these valuable survey results.

**Expectations of [Organization] Managers**

[Organization] managers are critical to this process. I have two key expectations of you:

1. All [Organization] managers should commit to assisting and encouraging their team members to complete the survey before August 30. In the next several days, team members will receive communications via e-mail. The survey link and instructions will be provided; however, we need you to champion actual survey completion. Here’s how:

* Ensure all team members are aware of and scheduling ten minutes to complete the online survey. Many will be able to complete the survey from home or a smart phone, but [Organization] managers may need to offer ten minutes of online access to employees who may not have internet access elsewhere.
* Announce the survey at team meetings; encourage participation in 1:1 interactions.
* Use the Employee Survey FAQ to answer questions and concerns.

[Organization] will receive regular updates on completion from Quantum Workplace. While we will not be able to view who has/has not individually completed the survey, we will be able to monitor completion status by terminal/department.

1. Following the survey, [Organization] managers will have access to user-friendly, online results reports. I will expect every manager to review, analyze, and create an action plan based on these results. Each one of us will be accountable for improvements and needed changes.

**Accessing the Survey**

All transportation business team members hired on or before July 1, 2020, are eligible to participate. The survey is being hosted on Quantum Workplace's Internet site, and is accessible from any computer, tablet, smart phone or other device with an Internet connection (mobile devices need to enable JavaScript; iPads and iPhones need to allow “cookies”).

The survey should take less than 10-15 minutes to complete; team members can stop and start if interrupted.

**Questions/Technical Support**

If you have questions about the survey process, please contact \_\_\_\_\_\_\_\_\_\_\_\_. For technical questions regarding the online survey, contact Quantum Workplace directly at support@quantumworkplace.com.

Again, all team members will receive additional information very soon. I appreciate your demonstrated support for the survey and the positive changes to come.

### For multi-year clients

**Subject:** EMPLOYEE ENGAGEMENT SURVEY

**Message:**

With your input we continue to make [Organization] a rewarding and exciting place to work. I am pleased to announce this year’s Employee Engagement Survey will be launched on January 7th and will close on January 18th.

Last year we demonstrated we are listening, with both local and global improvement actions.

Your responses from the 2015 Employee Engagement Survey regarding [insert initiates from last year’s results here] resulted in the implementation of:

* Initiative #1
* Initiative #2
* Initiative #3

I want to challenge each of you to take this opportunity to provide your feedback by participating in this year’s survey.

The confidential survey is your opportunity to help shape the future of our company, while improving your own work experience.

Last year ##% of our team responded to the survey. This year, the target is to have ##% or greater of our team participate in the survey.

We have once again partnered with an independent firm, Quantum Workplace, to conduct the survey and analyze the results. Quantum Workplace works with more than 5,000 organizations globally on employee assessments every year. We will be able to compare our survey results to those of organizations.

You will be hearing more from us in the coming weeks. Please participate and let yourself be heard!

Regards,