

Quantum Workplace Engagement Survey Launch Guide

Here are the key milestones for launching your survey:

We recommend starting your survey setup at least a week ahead of launch to ensure you can still launch on time if you run into any hiccups or questions.

1. [Create & Schedule Your Survey »](#)
2. [Make a Plan for Communicating the Survey »](#)
3. [Understand Analytics & Take Action »](#)
4. [Give Access to Analytics »](#)

[Miscellaneous Resources »](#)

If you have questions at any step in the process, you can reach out to our Support Team via the chat bubble in the bottom left of the tool or email at support@quantumworkplace.com.

Creating & Scheduling Your Survey

- 1 If you don't have an active HRIS integration, you will need to [update your users in the system with an import](#)
 - Are there any additional demographics you want to add to analyze the data by this year? ([Here are some suggestions we have](#)) »
 - [Things to consider related to demographic trending](#) »

(If you do have an active HRIS integration, you can skip this step.)

- 2 [Copy your prior year's Engagement survey](#) »

- 3 [Edit Survey Details](#) »

- We recommend including the year the survey is launching in the Survey Name.
- If you would like a language not currently listed here, reach out to our Support team at support@quantumworkplace.com.

- 4 [Confirm confidentiality settings and update if needed](#) »

- We recommend Engagement Surveys to be **Confidential**
- We recommend **minimum response** for Engagement Surveys to be set to 4 or 5

- 5 [Review questions and make updates if needed](#) »

- For year 2 and beyond, we recommend adding **Survey Effectiveness** questions
- Consider if there are any topics you may need to ask about based on the business or insights in other surveys.
 - We have a library of best practice questions you can choose from in the tool. If you'd like to write your own, check out our [Quick Guide on How to Write Effective Questions](#)
- Be sure **you run our Quality Check** on your survey questions to ensure the highest quality survey for your employees.

Keep in mind, we recommend keeping Engagement Surveys to 30-40 questions.

6 Add participants who should receive the survey »

- For Engagement surveys, this will be **Invite Manually**
- Under Access Survey By, determine which option fits your needs:
 - If all employees have work email addresses, select emails Unique link.
 - If all employees do not have an email address, you can **set up access codes** (system generated, custom, or employee ID) for them to take the survey. For this method of survey access, you will find the survey link on the “Review” page by clicking the hyperlink that says “**Get Participant Link/QR Code.**”
 - We recommend inviting employees who have been with your company 30 days or longer to your employee engagement survey.

7 Set your survey schedule »

- [Here is a link to some sample invite & reminder language.](#) »

Note: Don't include specific dates or time frames like 'tomorrow' in your invitation and reminder text, as the survey closing date is dynamically included in the invite & reminder emails.

8 Review and edit translations (if applicable) »

9 Test & Review your survey »

10 Click **Schedule Launch** to complete the survey setup.

- *If you scheduled the survey to launch at a future date, it will automatically launch at the specified time.*

Note: Employee user data locks when you click the Schedule button. If there are demographic updates made after you click schedule that you'd like to be reflected in analytics, please reach out to our support team:

support@quantumworkplace.com.

Make a Plan for Communicating Your Survey

Employee Survey Communication Toolkit »

- Be sure to include what action the organization took based on the previous survey or examples of how employee feedback is used.

Understanding Analytics & Take Action

- Engagement Survey Analytics: All Reports »
- How to Interpret Your Engagement Survey Results »
- Admin Post-Survey Toolkit »

Give Access to Analytics

Decide user access

- Unlocking Employee Engagement: 5 Corners You Shouldn't Cut in Your Post-Survey Action Planning
- How to set up survey access
- Manager Post-Survey Toolkit
- Recorded training video
- Live training webinars

If you have questions at any step in the process, you can reach out to our Support Team via the chat bubble in the bottom left of the tool or email at support@quantumworkplace.com.

Miscellaneous Resources

- How to Extend, Re-Open, and Close a Survey
- How to Resend a Survey Invitation
- Additional Help Articles to Browse