

2015 UAF EMPLOYEE ENGAGEMENT SURVEY FAQ

WHY IS UAF CONDUCTING AN EMPLOYEE ENGAGEMENT SURVEY?

We are soliciting feedback to better understand the opinions of our employees. Leadership wants to know how the organization is doing and how you feel about your job. We plan to use the employee feedback to increase organization performance and leadership effectiveness.

HOW WILL THIS SURVEY HELP MY ORGANIZATION?

Leaders in the organization will receive an aggregate report of the survey responses, but, more importantly, they will be coached on how to create specific unit action plans to improve employee satisfaction and engagement.

WHO WILL BE ELIGIBLE TO PARTICIPATE IN THE SURVEY?

Not everyone who works for UAF will be surveyed. Approximately 2,700 benefited employees will be surveyed. The survey distribution also includes non-benefited represented adjunct faculty. Employee classes included are as follows: Staff (CR, EX, NR, NX, XR, XX) Faculty (AR, A9, FR, F9, FN, FT).

HOW DO I BENEFIT PERSONALLY FROM THE SURVEY?

The online survey format allows you to voice your feelings and opinions in a confidential setting. From the feedback UAF receives in the survey results, leaders will be able to develop specific goals to help improve or enhance your experience as an employee.

ARE MY RATINGS CONFIDENTIAL?

Yes. The employee survey ratings are anonymous to UAF administrators and kept confidential by DecisionWise. Your individual responses are not tied to your name.

WHAT KIND OF QUESTIONS WILL BE ON THE SURVEY?

The survey will take about 10 to 15 minutes to complete. The questions on the survey will be divided into sections relating to your job and supervisor. Ratings will be on a scale from “strongly disagree” to “strongly agree.” Every question will have an option of “don’t know.” You will also find open-ended questions, where you can elaborate on any feedback you have. Please be honest and candid in your responses.

HOW WILL MY COMMENTS BE DISPLAYED ON THE REPORT?

Your comments will be reported verbatim on the reports; however, comments will not be reported if there are fewer than 15 responses in a grouping. In such a case, comments will be included, randomized with other employees’ responses.

DO I HAVE TO TAKE THE SURVEY?

The survey is not mandatory; however, your feedback is important and will help to make desired improvements. If there are questions you feel you cannot answer on the survey, there is an option of “don’t know” that you can select.

WHEN CAN I TAKE THE SURVEY?

Employees included in the survey should receive an email invitation by Oct. 12. The last day to take the survey will be Friday, Oct. 23. The survey will be available to take during your working hours.

WHERE CAN I TAKE THE SURVEY?

The survey is taken online and can be completed anywhere you have access to the Internet by using a standard Internet browser (Chrome, Internet Explorer, Safari, Firefox, etc). Once you have taken the survey, wait for the confirmation screen to be sure your survey is submitted properly.

CAN I FORWARD MY EMAIL TO A CO-WORKER SO THEY CAN TAKE THE SURVEY TOO?

No. For the purposes of data compilation, each survey link is unique, which ensures that employees only fill out the survey once and your responses are associated with the appropriate department. Only use the link that was sent to you in an email. Never use a link that was forwarded by a co-worker. If you misplace the link, simply wait for the reminder email containing the new link or request another link from DecisionWise, rosenberg@decision-wise.com.

WHAT DO I DO IF IT SAYS THE SURVEY HAS ALREADY BEEN COMPLETED WHEN I CLICK ON THE SURVEY LINK?

This means that you either received this link from a co-worker, or you forwarded your link on to a co-worker and they have taken the survey using this link. If you click on the link and are unable to access the survey, contact jrosenberg@decision-wise.com or call 1-801-515-6500 for support.

I DID NOT RECEIVE AN EMAIL. WHAT SHOULD I DO?

Employees who started with UAF after Sept. 30, 2015, have not been asked to take the survey this year. If you started on or before Sept. 30 and cannot access the survey, please contact your Human Resources department at 474-7700.

WHY IS UAF USING DECISIONWISE TO ADMINISTER THE SURVEY?

DecisionWise is an outside vendor that is administering the survey for UAF. By using DecisionWise, UAF can ensure that responses are kept confidential and the reports are accurate.

WHAT IF I HAVE OTHER QUESTIONS ABOUT THE SURVEY?

For more information about the employee engagement initiative, please contact Carla Browning, communication manager, Marketing and Communications, at 907-474-7778, or Anita Hartmann, associate director, Human Resources at 474-7700. You can also contact DecisionWise directly by email at jrosenberg@decision-wise.com or by calling 1-800-830-8086.

