

Leaders Guide: Employee Engagement Survey

This guide has been created for Leaders to support with any questions employees may have regarding our Employee Engagement Survey. This is to be read in conjunction with the Employee Engagement Survey [Q&A's document](#) available on the [intranet](#).

Key Dates

- Our Employee Engagement Survey is open from Monday 28 April to Friday 9 May (for non-supported employees).
- Employees we support will have some more time to complete the survey. The survey will be open from Monday 28 April to Friday 23 May.

How can I encourage my team to participate in the survey?

This is a voluntary and anonymous survey, and we would like to encourage as many of our people take participate. This ensures we are getting a true, representative understanding of workplace experiences.

Here are a few ways you can help drive participation:

- Remind your team members about the importance of the survey and encourage everyone to participate.
- Hold a short team discussion or meeting to explain the purpose of the survey and answer any questions.
- Posting regular reminders or information in your team's communication channels (e.g. Microsoft Teams or email)
- Share how previous survey feedback has helped inform actions to improve employee experiences – view [actions since last survey](#).
- Share any local or team actions that have been implemented with your team as a result of the previous survey.
- Reassure employees their feedback is anonymous and an important way to help us make meaningful improvements informed by our people.

What if I have employees who do not want to participate?

Leaders play an important role in encouraging participation. It's important to respect the decision of any employee who chooses not to complete the survey however our survey does provide a way to share feedback on experience and how they feel about the organisation.

Regular conversations about our survey and its importance will ensure we seek a collective view that is an accurate reflection of the experiences we create so that we can focus on the right things that is important to most of our people.

What should I do if employees ask me about specific survey questions?

If an employee asks about specific survey questions, refer them to the Employee Engagement Survey Q&A's document available on the intranet. If they need any further information, they can also raise a ticket in the People and Wellbeing #TeamPossible Support Hub.

For further support

- **Technical support:** If anyone experiences issues, they can also raise a ticket in the People and Wellbeing #TeamPossible Support Hub.