

What is the UNBC Employee Opinion Survey?

It is a brief survey that provides an opportunity for employees to identify UNBC's strengths and weaknesses as a workplace. It is one of the most important ways we have to improve our own work lives and UNBC overall.

Why is the UNBC Employee Opinion Survey being conducted?

UNBC is committed to the conducting the Employee Opinion Survey as an ongoing opportunity for all employees to identify issues and help make positive changes in their workplace. UNBC's senior leaders believe in the value of the survey and take the results seriously. The survey data will be used to measure alignment with UNBC values and the Strategic Road Map, inform unit action plans, celebrate our successes, and identify areas for improvement. Our first Employee Opinion Survey was conducted two years ago. This survey has been edited to reflect your feedback, keeping enough similarities to allow us to compare them thematically.

Why should I participate?

Sharing your thoughts about your work will help drive real change. It is one of the best ways we have to voice our opinions with the goal of improving our own work lives and UNBC overall. The survey also is an investment in all employees to ensure we take action. This year, we have included an opportunity to provide additional commentary with an open-ended question.

If you choose not to participate, we would like to hear why not. We will be providing a link to a second survey to measure reasons for not responding.

When and how do I take the survey?

On September 24, 2018, you will receive an email invitation with a link to the Employee Opinion Survey. The survey is accessible online 24 hours a day, seven days a week. Each employee will have a unique token for their survey and no reminders will be sent to those who have already participated.

The survey will close on Friday, October 5, 2018 at 11:59 pm.

How long will it take to complete the survey?

It will only take about 15 minutes to complete the survey.

Will I be given time to take the survey during work hours?

Yes. Completing the survey is very important and each employee will have time to complete it.

Is the survey voluntary?

Yes. Participating in the survey allows you to express your opinions and help make a difference in your workplace. We really hope you will complete it. In 2016, more than half of all employees at UNBC participated. Let's surpass that this year.

Is the survey confidential?

Yes. The consultant administers the UNBC Employee Opinion Survey according to strict confidentiality practices. The contract included a Privacy Protection Schedule and ensures adherence to the BC *Freedom of Information and Privacy Act*. At no time will data be shared with UNBC in a way that would directly connect participants to their responses. The independent third party company conducting this research will be provided with blind alias email addresses and have no data to identify employees, which ensures all of your responses and comments will remain anonymous.

What is the difference between anonymous and confidential?

Anonymous means that no one knows who is answering. The consultant will be collecting the information anonymously. In order to know which people to group together for department/program reports, they need to be able to identify which people belong to which department/program. Any information provided to the consultant is kept completely confidential. Confidential means that your identity and answers will not be revealed or released. The consultant will ensure aggregated data remains anonymous and cannot be attributed to a specific employee.

Who is administering the UNBC Employee Opinion Survey?

K2 Research & Consulting Ltd. has been contracted by UNBC to conduct the 2018 Employee Opinion Survey. K2 Research & Consulting Ltd. (K2) has conducted numerous employee engagement studies and has developed a proprietary Employee Value Model to provide actionable results for leaders. K2 has been working with universities for nearly 20 years, with extensive experience in research design and delivery. K2 works with organizations to identify, gather and understand data to support strategic development. K2 sets and maintains the highest standards of quality assurance.

How is this survey different from the Employee Opinion Survey conducted in 2016?

We listened to the feedback from the 2016 Employee Opinion Survey. This year, an open-ended question has been added. Based on our experience last time, a few more questions have been added. Questions have also been revised slightly for clarity, while ensuring thematic comparisons to the 2016 survey is possible.

What if my current manager/supervisor/chair/dean is 'acting' or 'interim'?

The questions are specific to your current work unit and should therefore include your current leader regardless of their acting or interim title.

What if I have changed positions (to a new unit/leader) in the past three (3) months?

If you have changed positions, please answer the questions thinking of the position in which you worked for the majority of the past year.

Who will have access to my responses? Will my manager see my answers?

All personal responses to this survey will be kept completely confidential. The external consultant will collect, report, and analyze the data. At no point will anyone at UNBC be privy to the origins of specific feedback. All results will be reported at the team level. Managers will receive a scorecard in which all

individual responses will be aggregated into group averages and percentages. Responses to the open-ended question may be shared with the respective unit leader.

What if my team contains fewer than five people? Will my manager be able to figure out how I responded to the survey?

UNBC has grouped departments/programs together to ensure respondent numbers are high enough to ensure anonymity. Results will not be shared for groups of fewer than 5 respondents.

Will I be able to see the results?

Yes, a summary of the results will be available on the Human Resources website in early 2019. Communication of survey results using other mediums is planned.

What are program and unit leaders expected to do with their team's results?

Results will be available early in 2019. Senior Human Resources Consultants and Human Resources Advisors will meet with leaders to review survey results. Leaders will then discuss the survey results with their teams and work with them to facilitate and implement an action plan.

Who do I contact if I have general questions about the survey or survey results?

You are welcome to submit any questions to UNBC Human Resources at employeeopinionsurvey@unbc.ca.

Who do I contact if I have any difficulty completing the survey?

You can email the consultant between September 24 and October 5 at survey@k2consulting.ca.