## 2017 Workplace Survey - Fact Sheet

### Survey Dates
Monday, February 20 thru Sunday, March 12, 2017

### Theme
*Be Heard. It’s Your Yale*

### Survey link
[www.2017workplacesurvey.com](http://www.2017workplacesurvey.com)

### Website Address
[www.yale.edu/conversations](http://www.yale.edu/conversations)

### Participation Goal
80%

### Survey Formats
- **Paper** (limited use Local 35, Security & Police) and **Web** (all staff)

### Audience
CT, SM, MP & Faculty within Schools of Drama, Art, & Nursing

### Communications
- **E-mails**
  - Pre-survey
    - Yale School of Medicine – Key message: “Survey is Coming Soon”
    - VP & Secretary - Key message: “Survey is Coming Soon”
  - **Week 1:**
    - Launch Day - President Key Message “Survey Is Live”
    - All Officers & Dean Alpern Key Message - “Survey is Live”
    - Department Leaders Key Message - “Promote Department Participation”
    - WPS Admin Team – “Participation Levels – University-wide”
  - **Week 2:**
    - All Officers & Dean Alpern Key Message - “It’s Your Yale”
    - Department Leaders Key Message: “Update on Department Participation Level”
    - WPS Admin Team Key Message: “Help Us Strengthen the Culture, Participation Levels”
  - **Week 3:**
    - All Officers & Dean Alpern Key Message - “Contribute Your Voice”
    - WPS Admin Team Key Message - 5-day Count Down, “Encourage Participation”
    - Mike Peel – “Survey Has Closed, Thank You, Overall Participation & Next Steps”

### Home Mailing
- Post cards to homes of SM staff - early February – “Survey Is Coming”

### Outreach

### Collateral Materials
- Flyers 8 x 11 – Hung in all University buildings and near time clocks
- Posters 11 x 17 – Hung in University buildings
- Lobby Poster 24 x 36 – Displayed in key locations throughout campus
- Postcards – mailed to homes of SM staff
- Pencils, Stickers, Buttons, & Mints

### Supported Browser
Internet Explorer, Safari, Firefox, and Chrome

### Survey Administrator
Mercer/Sirota, external consulting firm

### New Technology
- Online Department Planning Action Tracking Tool for Use by Managers
- Tablets for Use by select Local 35 units

### Core Question Set
49 scaled questions and 2 open ended questions

### Survey Administration Leads
- Deborah Stanley-McAulay, Chief Diversity Officer, Project Lead
- Susan Abramson, Manager WorkLife & Childcare Programs, Co-Project Lead

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