

2017 WORKPLACE SURVEY - FACT SHEET



Survey Dates	Monday, February 20 thru Sunday, March 12, 2017
Theme	<i>Be Heard. It's Your Yale</i>
Survey link	www.2017workplacesurvey.com
Website Address	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	<p><u>E-mails</u></p> <p>Pre-survey</p> <ul style="list-style-type: none"> o Yale School of Medicine – Key message: <i>“Survey is Coming Soon”</i> o VP & Secretary - Key message: <i>“Survey is Coming Soon”</i> <p>Week 1:</p> <ul style="list-style-type: none"> o Launch Day - President Key Message <i>“Survey Is Live”</i> o All Officers & Dean Alpern Key Message - <i>“Survey is Live”</i> o Department Leaders Key Message - <i>“Promote Department Participation”</i> o WPS Admin Team – <i>“Participation Levels – University-wide”</i> <p>Week 2:</p> <ul style="list-style-type: none"> o All Officers & Dean Alpern Key Message - <i>“It's Your Yale”</i> o Department Leaders Key Message: <i>“Update on Department Participation Level”</i> o WPS Admin Team Key Message: <i>“Help Us Strengthen the Culture, Participation Levels”</i> <p>Week 3:</p> <ul style="list-style-type: none"> o All Officers & Dean Alpern Key Message - <i>“Contribute Your Voice”</i> o WPS Admin Team Key Message - <i>5-day Count Down, “Encourage Participation”</i> o Mike Peel – <i>“Survey Has Closed, Thank You, Overall Participation & Next Steps”</i> <p><u>Home Mailing</u></p> <ul style="list-style-type: none"> o Post cards to homes of SM staff -early February– <i>“Survey Is Coming”</i>
Outreach	Paper Survey Facilitation – Yale Hospitality, Facilities, TR&S, Police, & Security
Collateral Materials	<ul style="list-style-type: none"> o Flyers 8 x 11 – Hung in all University buildings and near time clocks o Posters 11 x 17 – Hung in University buildings o Lobby Poster 24 x 36 – Displayed in key locations throughout campus o Postcards – mailed to homes of SM staff o Pencils, Stickers, Buttons, & Mints
Supported Browser	Internet Explorer, Safari, Firefox, and Chrome
Survey Administrator	Mercer/Sirota, external consulting firm
New Technology	<ul style="list-style-type: none"> o Online Department Planning Action Tracking Tool for Use by Managers o 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

Questions about the 2017 Workplace Survey should be directed to deborah.stanley-mcaulay@yale.edu | 203-436-4072
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