### Survey Dates
Monday, November 4 thru Sunday, November 24, 2019

### Theme
*Be the Change. See the Change. Feel the Change.*

### Survey link

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

### Participation Goal
80%

### Survey Formats
- **Paper** (limited use Local 35 employees only) and **Web** (all staff and select faculty communities)

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

### Communications
- **E-mails**
  - Pre-survey Message Theme:
    - SVP Operations – “Survey is Coming Soon”
    - Office of Public Affairs & Communications – “Survey is Coming Soon”
    - VP of Global & Strategic Initiatives – “Survey is Coming Soon”
    - Yale School of Medicine – “Survey is Coming Soon”
    - Secretary & VP for Student Life - “Survey is Coming Soon”
    - VP of West Campus Planning and Program Development – “Survey is Coming Soon”
    - VP Human Resources, Administration, & Public Safety – “Survey is Coming Soon”
  - **Week 1 Message Themes:**
    - Launch Day - President - “Survey Is Live, Belonging Matters”
    - All Officers & School of Medicine - “Survey is Live”
    - Department Leaders - “Promote Department Participation”
    - WPS Admin Team – “University Overall Participation Levels”
  - **Week 2 Message Themes:**
    - Department Leaders Key Message: “Update on Department Participation Level”
    - WPS Admin Team Key Message: “Help Us Strengthen the Culture, Participation Levels”
  - **Week 3 Message Themes:**
    - All Officers & Dean for School of Medicine - “Contribute Your Voice”
    - WPS Admin Team Key Message - 5-day Count Down, “Your Participation Matters”
    - Janet Lindner – “Survey Has Closed, Thank You, Overall Participation & Next Steps”

### Outreach
- Paper Survey Facilitation – Yale Hospitality, Facilities (I-phone and Tablet Pilots)

### Collateral Materials
- Flyers 8 x 11 – Hung in all University buildings
- Lobby Poster 24 x 36 – Displayed in key locations throughout campus
- Stickers & Mints

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

### Survey Administrator
Mercer | Sirota, an external consulting firm, based in New York, NY, specializing in culture assessments, aimed at increasing employee engagement.

### New Technology
- Tablets for use by select Local 35 units; I-phone pilot (Facilities)

### Core Question Set
52 scaled questions and 3 open ended questions; **NEW**: 3 scaled and 1 open ended

### Survey Administration Leads
Deborah Stanley-McAulay, Project Lead, Associate Vice President, Employee Engagement & Workplace Culture
Susan Abramson, Co-Project Lead, Manager WorkLife & Childcare Programs

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Please direct all questions about the 2019 Workplace Survey to 203-432-9667.