



ENVISIA LEARNING EMPLOYEE SURVEYS FREQUENTLY ASKED QUESTIONS

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- Q: How long should the survey be?
- Q: What survey services do you provide?
- Q: How many respondents do you need to ensure validity?

How long does a survey project typically take?

If you have already developed your questions, we can activate a live web enabled survey typically within 48 hours. Some clients draw from our large pool of employee engagement/satisfaction survey items, and develop a customized survey in just a few days. Other clients may take longer because they want to get input from key stakeholders and champions, pilot the survey with a group of employees, and revise the questions. It is not unrealistic to assume that the development of your survey can take 3 to 4 weeks, administration approximately 2 weeks, data analysis and reporting approximately 1 to 2 weeks. Best practices with surveys always includes systematic feedback and action planning at various levels of the organization—this can take several weeks to several months depending on the scope and complexity of the survey designed.

How often should employee surveys be conducted?

Surveys are useful for tracking and monitoring engagement and satisfaction of employees over time. We suggest every 18-24 months. Administration of employee surveys over time allows the organization to monitor trends and evaluate the impact of specific interventions and change initiatives. Trend analyses will provide a continuous measurement of targeted improvements and provide data to suggest additional interventions, programs or organizational changes.

What are Envisia Learning “established surveys”?

Based on more than 30 years of doing employee research in organizations, Envisia Learning has a large pool of items covering all aspects of employee perceptions about factors relevant to satisfaction, engagement and organizational effectiveness. Several of these “benchmarked” items have been used in prior organizational surveys in diverse industries. We offer both our customized “SWOT Survey” which combines a qualitative and quantitative approach to analyze strengths, weaknesses, opportunities and threats and our Team Effectiveness Survey that evaluates departmental or team performance and compares it with the customer’s view. Additional information about both of these established surveys are available at the www.envisialearning.com website.

In what ways can surveys be customized?

Envisia Learning allows for just about any type of customized approach to web surveys – question format, instructions, response scales, open-ended questions, etc. We also provide for client branding to ensure the look and feel of your own internally designed and hosted online survey.

What are the costs for conducting an employee survey?

Because Envisia Learning has developed a very flexible and robust technology solution, the costs are typically very affordable. The total cost for a survey project is comprised of: (1) a one-time online administration fee and (2) a charge for each report generated with appropriate statistical analyses. Contact Envisia Learning and we will be happy to provide an estimate depending on your particular survey needs.



Enlighten.
Encourage.
Enable.

How long should the survey be?

The length of an employee survey will always depend on your goals, target audience and topical focus. Some organizational surveys might only target specific domain areas (e.g., perceptions of hostile workplace or harassment), and may contain only 20-30 items. Broad based employee engagement/satisfaction surveys might target diverse domains and contain 50 to 100 questions. Long surveys might be interesting to the developers but tend to result in lower response rates, expensive analyses and complicated interpretation.

Should open ended questions be included in the survey?

Open ended questions can be included at the end of the survey (typically less than 3 or 4) or used after each question. Generally, employees appreciate the opportunity to express their views on specific topics, in addition to rating individual survey items. Written comments also provide valuable information about employees' views and perceptions, and a qualitative "depth" to the statistical results. We provide you with the actual employee responses as an appendix and can also provide a brief qualitative summary of the major themes that characterize the qualitative or open ended questions.

What survey services do you provide?

We provide comprehensive consultative support and advice in the following areas:

- Survey feedback project design
- Item/Question/Scale design
- Statistical analysis
- Web hosting
- Email administration and tracking systems
- Reporting
- Executive team and employee briefings

Is rater survey information confidential?

Yes. Individual employee responses are completely anonymous. Results are presented as average scores for all respondents who have answered a particular question or set of questions. Clients can set the minimum number of respondents required for reporting results. All surveys results are maintained on our own secured servers and utilize full SSL protection certificate to ensure encrypted security while employees are completing company questionnaires online.

How many respondents do you need to ensure valid results?

The ability to generalize results of a survey is dependent upon the size of your employee population or stratified sample you are attempting to reach and your expected response rate. Visit our www.consultingtoolsusa.com publication that provides a statistical table to quickly view or calculate the exact sample size you need to have at a statistical confidence level to ensure validity and generalizability of results. For many organizational engagement or satisfaction surveys, it is typical to utilize a canvass approach by sending invitations to complete the survey to all employees. Other times, a stratified random sampling approach is less expensive and preferred in order to reduce cost and time.

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