

A Simple Way to Manage Survey Results

HOW SMALL STEPS GENERATE BIG RESULTS



SPEED

Respond to your team soon after the survey's closing.



SIMPLICITY

Keep messages short and sweet.



SINCERITY

Share the areas of focus for the next 90 days.

Seeing the results from your employee engagement survey for the first time can be both exhilarating and daunting: you now have a clear view of opportunities for making impactful change in your organisation, but as exciting as that is, it can also feel like a lot of new work.

It's not!

Improving employee engagement is a process, not an event. It starts with listening, builds momentum when leadership responds, and it grows when these two things happen consistently.

Here's a simple approach that will enable you to enjoy the profound benefits of engaging your employees - quickly and manageably.

SPEED, SIMPLICITY & SINCERITY



Speed: Great outcomes start with a prompt response once your survey closes. Why is timing so crucial? Simple. Responding while the survey is fresh in everyone's mind signals that leadership is listening, and creates an environment of trust and transparency. In our experience with thousands of surveys, the best results occur when communication takes place within two weeks of the survey close.



Simplicity: Responses are best kept simple. Your communications will be more effective, not to mention easier to execute. Using the features we build into the platform makes the task even easier.



Sincerity: Acting with sincerity in response to feedback doesn't mean you have to address every suggestion. Our recommendation: select no more than three opportunities to focus on over the next 90 days, and then repeat. Taking consistent action based on employee feedback proves your sincerity, and will net remarkably swift results.

Sample Email Messages:

Subject: Survey results are in!

Our employee engagement survey has closed, and I'm pleased to report our engagement score was 72 - a good starting point, but one that offers room for improvement. Within the next two weeks, we will share the survey report with you (watch your Engagement Multiplier dashboard) as well as the initial actions we'll be taking based on your feedback.

Your participation has made this possible. Thank you for sharing your feedback, and helping us make this an even better place to work.

Subject: Employee engagement survey update

By now I hope you've had time to review the engagement survey report we shared with you last week via the Engagement Multiplier dashboard. Two themes emerged from the feedback you provided:

- The desire for more visibility into our future plans,
- The need for more consistent communication from leadership.

We are developing plans for making these improvements, and I will share those within two weeks. In the meantime, if you have questions or suggestions, please use the Suggestion Box feature on the Engagement Multiplier platform. It allows us to respond to the ideas you submit and is fully anonymous.

Subject: Engagement survey action plan

Today I'm pleased to share the plan we've created in response to the recent employee engagement survey. You told us that you'd like more consistent communication from leaders and more details about our future plans.

- Our quarterly updates will be more robust and will include details about our future plans and annual goals, and our progress toward them.
- We will also schedule a virtual meeting each quarter with the senior team and will invite you to submit questions via Suggestion Box before the meeting.
- Each month, we will share a report summarising business results and noteworthy business updates.

Next quarter, we will conduct another survey, to get your feedback on our progress, and to identify the next actions we'll be taking based upon your input.