FAQ - Employee Survey 2018

Why an employee survey?

Employee surveys have previously been conducted in 2006, 2008, 2011 and 2014. Then, as now, the purpose of the employee survey to gain insight into how our employees feel about their work situation. The result is a good basis for operational improvements at individual institutions and units, faculties and the university as a whole.

In accordance with health and safety legislation, the employer is expected to continuously monitor the working environment and correct any factors that may pose a risk to the health of the employees. This is called a "systematic working environment". An employee survey gives the university a good basis for improving this work environment.

Which time frame does it concern?

In some matters a time period is specified. For example, Have you had a work appraisal meeting the past 12 months? In other questions a time period is not specified. The time period is, how feels when thinking about various aspects of your work. For example, "I feel my workload is often too high" summing up the working year.

I am employed but have not received an email with the link to the employee survey?

The basic idea is that all employees who have been employed at least 3-6 months should participate. A list of all employees was compiled in September which was reviewed by the responsible head of the department / unit. It is that department head who has made the assessment of individuals at the department / unit. Employees who have worked long enough and to such an extent that they can have an idea of the conditions of the workplace. Ask your supervisor if you have questions.

How can I be assured that I can be anonymous when I answering the questionnaire?

The questionnaire was developed by Quick Search, the company hired for the study. They guarantee complete anonymity.

How are the results reported?

The results and the answers will be presented in groups. For a unit/group of between 5-7 people, the answers will only be shown as averages / degree of satisfaction per question. No unit/group with fewer than 5 employees will receive results (responses are included in the total). If the number of respondents is 8 or more, the individual questions will be shown. Details regarding the individual's position and or workplace will only be delivered to the
organizational (top) level, ie Umeå University as a whole. It should not be possible to link answers to any individual. Questions regarding harassment will not be available to the lowest level (unit / department).

**Should I have to quit the survey and come back the next day to finish, will be answers be saved?**

Yes, your answers will be automatically saved and you can click on the link and continue when you have the opportunity.

**I am employed at institution 'X' but work mainly at institution 'Y'. How should I complete the survey?**

Usually you should answer the questionnaire based on their primary workplace. Your boss at the department / unit you are an employee has determined the workplace, from where you should start. You can see it, amongst other things when you answer survey questions about your immediate supervisor. If you are unsure, please contact your manager at the department / unit where you have your employment.

**I am employed part-time at two different places. Should I answer the questionnaires for both?**

Yes, you should answer twice because both department heads have determined that you are working enough at either to have an idea of the conditions of the workplace. Talk to your supervisor if you have questions.

**I have just changed boss, how should I answer?**

It can be problematic if you have just changed "Dean / director / management". In this case the department / unit should decide which department head or manager/management you should have in mind when answering. In the event of changed management, our advice is to think of the old, because it is difficult to have an idea of the leadership who have just taken office.

**I am on leave but have still received an email to complete the survey. Should I respond?**

Yes, your boss at the department / unit you are an employee has determined that you have the knowledge needed to have an opinion of the conditions of the workplace.

**Does it matter that I respond, nothing will happens anyway?**

Your participation is important. The more people who answer the survey, the better picture we get of what needs to be improved in the workplace. Follow-ups will be done at all levels (from faculty and university management to the department head). All levels will develop a plan of action.
When will the results and who may have access to them?

Results will be presented to your boss at the beginning of May 2018. After that it is expected to be presented the department / unit.