



**Facilities Planning
& Management**
UNIVERSITY OF WISCONSIN-MADISON

Frequently Asked Questions (FAQ) about the EID Survey

Why take the survey?

The survey is your chance to let FP&M and campus leadership know what you think is working well, and what is not. FP&M uses the survey results to help determine the future course of improvements to employee programs.

Is this a new initiative or part of an ongoing effort?

The last EID survey was conducted in 2016, and we anticipate continuing to use this survey to “take the pulse” of employee engagement, diversity, inclusion, and well-being in our work environment. By repeating this survey periodically, we can compare results over time and determine whether the changes we have made in response to feedback are making a difference. Workplaces are ever-changing, so it is important that you share your feedback every time an EID survey is conducted.

Why are we doing this *again*?

The employee survey has been conducted every two years since 2012. The university continues to conduct the survey in order to get a fresh view of the current state in each of its units.

This survey is particularly important because there are many new leaders in FP&M, as well as a number of soon-to-be filled leadership positions. The results of this survey will be very important as these new and prospective leaders look to make improvements in their areas.

Why is my survey on paper instead of electronic?

Some FP&M units receive paper surveys because many of the employees in that unit do not regularly use email (the electronic survey arrives via email).

Why do you keep asking about wages/pay when everyone knows it's a problem?

FP&M does not define the questions in the survey. They are selected from a nationally accepted set of questions and applied consistently across all Finance & Administration units.

In addition, including questions regarding pay and compensation allow the university, the VCFA, and FP&M to keep current with employee opinions about this important issue.

Who administers the survey?

The UW Survey Center is responsible for administering both the paper and electronic versions of the survey. They provide FP&M with all of the survey materials, including numbered surveys keyed to each employee and unit.

How does FP&M help administer the survey?

FP&M helps administer the survey by providing time during working hours for employees to take the survey, by scheduling drop-in sessions for employees to take the survey on paper (for those that get paper surveys), and by collaborating with other campus units, including Cultural Linguistic Services, to make sure that second- and third-shift employees have access to the survey and to interpretation and translation services.

In the drop-in sessions, FP&M also provides a sealed box for paper surveys and makes sure that these boxes are collected each day and that the completed surveys are returned to the UW Survey Center.

What is the number on my survey and how is it used?

The UW Survey Center uses the serial number on each survey to connect that survey with each employee's work unit. This allows the UW Survey Center make sure that surveys taken by FP&M employees are grouped in the FP&M results, instead of with another campus unit. Using a number also protects your identity and keeps the survey results confidential.

Is the survey anonymous or confidential?

The employee survey is *confidential* but not *anonymous*. That means that each survey, using a number created and assigned by the UW Survey Center, is connected to a particular employee for the purposes of grouping survey results by unit.

However, FP&M does not know which employee completed a given survey. This information is not made available to FP&M. This means that while your survey results are collected with those of the rest of your unit, FP&M does not know which employee completed which survey.

Please note, however, that the university is legally required to take action when certain kinds of information in the survey results—specifically in the comments—refers to illegal activity. In this case, this information is treated as an *anonymous tip* and investigated accordingly. The survey results themselves remain confidential. FP&M does not know which employee completes each survey.

How the survey groups are formed?

Survey groups are formed along departmental and unit lines. However, in some cases multiple units may be combined into a single survey group because the individual units are too small. In addition, if any given survey group does not have at least 10 responses, its results will not be reported separately. Instead, the results of that group will be aggregated into its parent group.

Do I have to take the survey?

Taking the survey is not required. However, we encourage you to take the survey so that your voice is heard. This is your opportunity to tell campus leadership what is working well—and what is not.

Why are these questions in the survey and why are they worded this way?

The UW Survey Center uses a set of nationally accepted questions for gauging employee engagement, inclusion, and diversity to construct the survey. This set of questions is reviewed and approved by the Office of the Vice Chancellor for Finance and Administration. All of the Finance and Administration divisions use the same survey.

In addition, the university attempts to keep the questions in the survey consistent from year to year so that it is possible to compare results from previous surveys to the current survey. The 2016 survey uses all of the same questions as the 2014 survey, with the addition of two new questions relating to employee wellness.

This means that FP&M does not determine which questions are in the survey, the order in which they are presented, or how they are written.

Are supervisors included in their units for survey purposes?

Supervisor survey results are not aggregated with their units. Instead, they are grouped with other supervisors in their same department.

When will we hear about the survey results?

The UW Survey Center has committed to returning the results by the end of April 2018. FP&M will then prepare the results for distribution and presentation to FP&M employees. We aim to have all survey results distributed and presented to each FP&M by the end of Summer 2018, if not sooner.

Questions?

Contact Steve Wagner, FP&M Communications Director (steven.wagner@wisc.edu; 262-6384).