

## **FAQ for Staff Engagement and Work Life Survey**

### **Why are we doing a staff survey?**

The theme of Healthy Excellence was originally identified as part of HMC's accreditation process. We have information from the COACHE survey on workload and work life balance for faculty, and information about workload for students from various sources, including the WHAM Study, NSSE and CIRP surveys, departmental endeavors and end-of-course evaluations. As we move forward with efforts to understand and address issues of work and health for the HMC community, we need a measure of staff work life and engagement to be able to understand the effort staff expends to meet the expectations of our community.

### **Who is being asked to take the survey?**

All staff employed as of January 2020 will receive an invitation to participate.

### **When will staff be asked to take the survey?**

Invitations to participate will be sent via email in February of 2020.

### **How was this survey developed?**

Over the summer, a small group of staff met and reviewed existing instruments, including the items asked of faculty on the COACHE questionnaire. Efforts were made to ask similar and additional items to be able to examine staff work life.

### **What if I don't have access to a computer? How do I participate?**

You can still participate. We want to be sure everyone who wants to participate can participate, but that each person only responds one time. You have two options: Computers with access to the questionnaire will be set up in a private space on campus for those who wish to take it electronically. Paper surveys will also be available by request. Look for more information about how to request a paper questionnaire in January.

### **What does the survey ask about?**

The survey contains 24 questions across 5 areas associated with staff engagement and work lives: workload, control, reward systems, community and fairness & values as well as standard demographic questions.

### **Who can see my responses?**

The Office of Institutional Research and Effectiveness (OIRE) will provide the campus with a summary of the findings. No administrator, staff or faculty member outside the OIRE will have access to the individual responses. OIRE will explore and analyze broad patterns in the data to assist with planning and developing improved policies and practices across campus. To protect confidentiality and guarantee that the results cannot influence personnel decisions, OIRE will only report on results when groups contain five respondents or more to ensure individual staff and/or departments cannot be identified.

**How long will it take to complete?**

It should take between 5 and 10 minutes to complete.

**English is not my native language. Is a translation available?**

The questionnaire has been translated into Spanish. Contact the [Office of Institutional Research and Effectiveness](#) (OIRE) to request a Spanish version.

**How and when will the results be shared?**

Each area of the college will host its own Town Hall meeting in the Spring of 2020 to share results and to hear your thoughts and insights. We will look to staff for additional context, advice and innovation that can be used in formulating solutions. Your advice and recommendations will be incorporated into priority-setting to the extent possible.

**How are the results going to be used?**

Results will be combined with information we already have for faculty and students to inform discussions about engagement, workload, work life balance and wellness at HMC. Summary information and preliminary actions will be included in our WSCUC reaffirmation self-study report due in the Fall of 2020. The goal we stated in that document was “to improve workload culture for staff and to acknowledge and integrate staff into conversations about workload and culture on campus.”

**If I have questions or comments about the survey, who do I contact?**

Please contact any of the members of the committee with questions:

[Laura Palucki Blake](#), AVP for Institutional Research and Effectiveness

[Brandon Ice](#), Director of Accessible Education and Coordinator of Special Projects

[Dana Nagangast](#), AVP for Human Resources

[Kim Nykanen](#), Executive Assistant to the Vice President for Student Affairs/Dean of Students