

FAQs

Your Voice 2024 Colleague Engagement Survey

Frequently Asked Questions

1. Why are we doing this survey?

Acting on your feedback and improving the colleague experience is a key strategic objective for the University which emphasises the importance we place on our people.

Colleague engagement can only be measured by asking you to tell us what our strengths and weaknesses are.

Feedback from the survey provides objective, quantitative and qualitative measures of engagement and once we receive the results, we have the opportunity to celebrate what we are good at and identify areas of activity to focus on to help make positive changes.

2. Who are People Insight and why are they involved?

People Insight are employee engagement specialists. We have asked them to collect, report and analyse the data on our behalf.

They also have extensive experience in running employee surveys with other Universities and organisations across the UK.

3. Is the survey voluntary?

Yes. Participating in the survey allows you to express your opinions and help make a difference locally within your School/Service and at the University. We would really encourage you to complete it.

4. How long will it take to complete the survey?

The survey will take around 10 minutes to complete. It is really straightforward; you select from the multiple-choice boxes to show to what extent you agree or disagree with a number of statements. There is a further optional opportunity to write free text comments on any matters you want us to know about.

5. Is the survey confidential?

Absolutely. We are using the People Insight Platform to administer the survey which means that we have no access to individual responses. This means you can be completely honest with your responses without them being tracked back to you personally.

6. How can it be anonymous when you ask me for my department and length of service, etc?

All personal responses to this survey will be kept completely confidential. We use the People Insight Platform to run the survey, it will collect responses and create a dashboard to report back the results in an aggregated way. This means that no individual response is ever reported back. While we will be looking to produce reports based on the feedback from certain respondent groups – e.g. by different Schools/Services – to help us better

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understand where we need to take action, we will only be able to receive reports for groups where the minimum number of responses for a group has been met.

If there are fewer than ten respondents, that team's survey results will not be reported on in isolation, to protect individual identities. This doesn't mean that any responses will be ignored – all responses will be included at least in reports at the overall level, so your voice will still be heard.

7. How is the survey data broken down?

Typically, the data will be broken down by demographics such as School/Service, length of service and a range of others. This will target action planning where most needed. As stated above, analysis will only be provided for demographic breakdowns with ten or more responses to ensure that individual responses remain anonymous.

8. What about anonymity of the free text comments?

When you are writing the free text comments, you will get the following warning:

Please take care when providing this feedback and note that any comments that you make will be repeated verbatim in the feedback report from People Insight. Although they will not reveal the name of the person who provided the comments, you should consider whether you could be identified from your comments and, if so, whether you would wish to be. If you are concerned about this either before, or after writing your comments, please contact People Insight directly.

9. What is the point - will what I say make a difference?

Sharing your thoughts will help drive real change, and your thoughts are unique – we want to hear from everyone. The survey is one of the best ways we have to voice our opinions honestly and openly with the goal of improving our own work lives and the University overall.