Product factsheet
Employee surveys

Programme design

Our team of business psychologists ensure that your survey measures what matters most to your business. This process can include any of the following:

- Context gathering and questionnaire draft
- Stakeholder interviews
- Creation of a bespoke engagement index
- EX³: optimising employee experience, including enablement and empowerment indices
- Questionnaire review
- Statistical review
- Working session to discuss questionnaire
- Employee validation panel/s
- Final approved questionnaire for sign off.

### Communication support pre-survey, during and post-survey

- Running a communications workshop with key stakeholders
- Creating a high-level communications strategy
- Pre-survey video - a short animated video giving the 'whys' and 'hows' of your company's survey.

Survey platform

A powerful and flexible platform with a fast set-up time of 4-6 weeks to create your live platform. The range of standard and bolt-on features includes:

Survey platform - standard features

- Fully branded online tool (logo, colours, fonts, selected images)
- Pre-loaded people data
- Unique, open link or team code survey access
- 'Routed' question sub sets
- Self-categorisation of comments
- Mobile-enabled functionality
- Multiple email templates
- Easy-to-use admin tools
- Real time response rates
- Multiple levels of access.
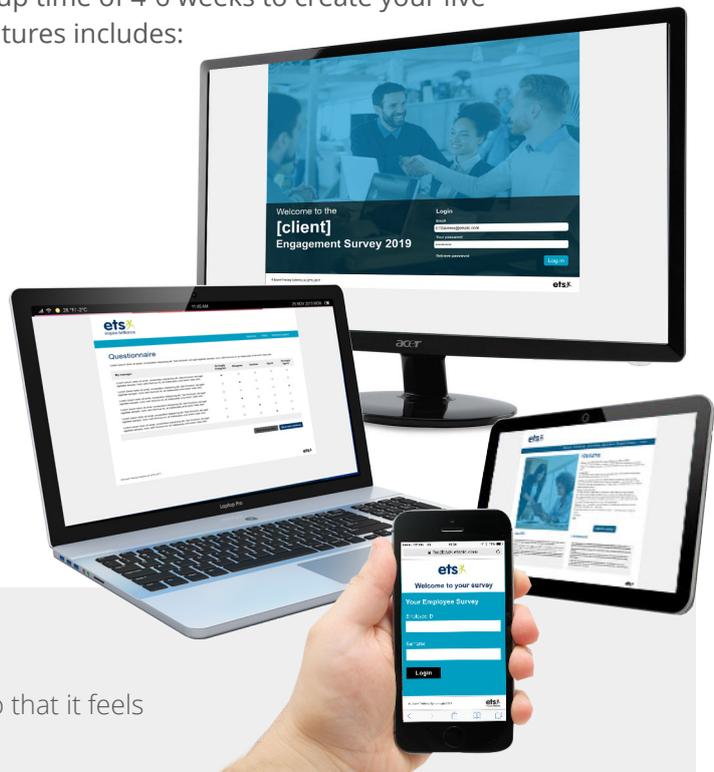
OPTIONAL BOLT-ON

Multilingual platform capability

- Allowing survey content to be translated so that it feels inclusive of all employees.

Pulse surveys

We can run and manage all your pulses, ad hoc survey and temperature checks throughout your survey year, with flexible and pre-agreed levels of support. These can be set up very quickly, often within hours of your instructions.

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Reporting tools

Flexible and intuitive, the platform allows you to view, create and print unlimited reports:

- Next day access to your online reporting suite for unlimited customisable reports
- Generate reports by any demographic data available e.g. business unit, region etc.
- Customise your report display and content
- Generate a variety of output options – quick online view, PDF summary ideal for printing or via Excel for further analysis
- Access to comments reporting
- Generate dynamic online word clouds and heat maps
- Comparison with a benchmark comparator group (either the ETS overall, industry standard or custom built benchmark)
- Comparison with your historic data (where appropriate and available).

OPTIONAL BOLT-ONS

Insights Reports for managers

From pre-defined content, your report set-up is fully configurable and can include:

- Engagement summary
- Response rates for the team, benchmarked against overall company scores
- Engagement index scores
- Top 5/Bottom 5 scoring questions
- Top 5/Bottom 5 against the benchmark
- Questions most improved/declined since the last survey
- All sections summary
- Priority questions for action
- Action planning template
- Detailed breakdown of results
- Guidance for interpreting the scores
- **Optional:** including development tips to help with follow up action.

Online action planning tool

- Identify what actions to take and support team discussions
- Create an effective action-plan

When your survey is 'live', we'll provide 24-hour web-hosting and technical support by email, or by telephone during UK working hours (09.00-17.00) Monday to Friday, in English.

Programme management

End to end project management by our team of implementation consultants, including:

- Project kick-off meeting
- Regular project updates
- Detailed project documentation
- Fully managed survey set-up
- QC and UAT support

The same management support is given for all pulse surveys.

> OPTIONAL BOLT-ONS
> - Historical data (import and mapping) - allowing comparative benchmarking year on year
> - QR codes - link to survey tool
> - Paper survey management - printing, distribution, return coordination and data entry
> - Translation management - help with survey translations and uploading different language survey versions to the platform
> - PDF crib sheets - an alternative to our full multilingual platform.

Business insights

A full range of optional consultancy support with in depth results analysis and presentation:

- Executive presentation - a high impact, interactive and tailored presentation ideal for senior teams and key stakeholders, including a key driver analysis
- Presentation delivery - a professional and objective presentation by one of our business psychologists
- Key driver analysis - reveals what is driving engagement in your organisation
- EX³: optimising employee experience analysis - a full and detailed analysis of how enablement and empowerment scores are affecting overall engagement
- Predictive analytics - uncovering and predicting the impact of at risk populations (attrition/absence/low performance) that may affect your strategic objectives
- Profiling/segmentation analysis - enables better understanding of how distinct employee populations are displaying distinctive behavioural profiles
- Line manager analysis - shows your current levels of manager effectiveness
- Open comments report - a thematic analysis categorising free text comments into commonly occurring themes, highlighting the top three most frequent
- Linkage analysis - your survey data is analysed alongside other business to data to see if there is a direct correlation between engagement and business performance
- Survey results overview video - a short, animated video which gives a quick resume of results.

Action planning

Helping to turn survey results into carefully targeted action plans:

- Action toolkit - a library of useful resources for managers to help with local action planning
- Action planning workshop - an interactive workshop for key stakeholders, which encompasses report tool training and help with data interpretation.