

DECISION PAPER



March 14, 2018

Conducting an Employee Engagement Survey

Background:

Over the last several years, TDA has not conducted an Employee Engagement Survey on a regular basis. Employees do have the ability to give feedback, and exit interviews are regularly conducted, but there has never been a full engagement survey sent out to every employee.

This proposed survey will be sent out to every employee annually. The survey will have 4 sections (Employee, Team, Manager and TDA) and will consist of 40 questions. The survey will not take more than 10 minutes to complete. Most of the questions are multiple choice; very satisfied to unsatisfied, agree to disagree, and there will be a handful of questions that will be open-ended where employees can make specific comments.

The purpose of this survey is to find out a true baseline of how our employees feel about working here at TDA. The feedback collected will be a future driver on where the HR Department will shift their focus; whether it is on management training, employee perks/benefits, orientations, etc.

The ideal participation rate for this survey would be 60%. On top of sending out the survey via email, we will be launching a small advertising campaign to go along with it to generate some 'buzz'.

The draft survey has been reviewed by the Board of Director HR Committee with the following recommendations:

- Make sure the survey is 100% anonymous (Survey Monkey achieves this)
- Have ability to sort surveys by FTYR employee's vs Seasonal (we'll achieve this)
- Find a way to keep individuals from sending in duplicate responses (still working on this)

Options:

1. Proceed with sending out survey to all employees. (survey attached)
2. Modify the survey and further review with the Board HR Committee before sending out.



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Recommendation:

The HR Department suggests Option 1, and would like to proceed immediately with sending out the survey.

Prepared By: Tom Knill, Director of HR

Reviewed By: Robb Etnyre, General Manager & Board HR Committee

Board Meeting Date: March 24, 2018

