A person smiling at a computer

Description automatically generated

**MAKING THIS A BETTER PLACE TO WORK**

**DEVELOPING OUR ORGANIZATION**

**IDENTIFYING WHAT DRIVES PEOPLE TO BE ENGAGED**

**YOUR FEEDBACK CAN ASSIST US IN:**

**WHO TO CONTACT**

We thank you in advance for helping make our organization an even better place to work. If you have any questions or concerns, please reach out to:

***(Survey administrator contact information)***.

**WE NEED TO REACH YOU**

Please make sure your contact information is up to date with Human Resources. You will be able to participate in the survey via ***(enter method – email/text/phone call, etc.)***.

In the spirit of continuous improvement, we’re conducting ***a/an (survey name)*** survey on ***(date or if a new hire survey, enter the number of days/anniversary*)**. Your involvement gives us the opportunity to hear the collective voice of our workforce and take targeted action. We’re using a third-party platform, People Element, to collect your feedback.

People Element was selected as a third-party partner to ensure all individual responses are kept confidential, so please provide your honest feedback.

**YOUR RESPONSES ARE CONFIDENTIAL**

**WE WANT YOUR FEEDBACK!**