

EMPLOYEE ENGAGEMENT ASSESSMENT

Implementation Guidelines



Thank you for partnering with us to implement the Employee Engagement Assessment (E3A). As our primary point of contact, we look forward to working with you to make this assessment as seamless and valuable as possible. Below you'll find important information and tips to help us to effectively launch and administer this assessment.

IMPLEMENTATION PLAN

We have carefully crafted an implementation plan with key dates, including when documents need to be finalized, the assessments open/close dates and the delivery date for the results. Adhering to the target dates is critical to the success of the E3A.

COMMUNICATION

On our website, you will find a breakdown of the implementation process, including draft language and information to share with your employees when communicating with them about the assessment. We have provided downloadable templates for every point of communication with your employees. Please feel free to customize the documents to your style of writing.

IMPLEMENTATION TIPS

A few days before launching the E3A, we will provide you a list of unique URLs - one for each workgroup.

You will send each workgroup their respective URL on the first day of the survey.

Helpful steps in this process include:

- Review the drafted workgroup assignment list
- Compile a list of email addresses for each group
- Draft your email to employees a day or two in advance for easy distribution on the day of the launch. You can find the email template on the [E3A Process Page](#).
- Copy & paste the unique URL for each workgroup into your email to employees. Do not attempt to re-type it as there are symbols, underscores, etc. that can be easily misread or mis-typed.
- Remember: each workgroup should receive **only** their respective URL (not the entire list).
- Make sure your employees know they should not forward their URL with co-workers, as they may not be assigned to the same workgroup. (NOTE: Their URL is not sensitive information, but it IS important that they use the correct URL.)

If your employees cannot click on the link provided in your email to access the survey, encourage them to copy & paste the URL into their browser.

E3 runs a series of tests on the URLs to ensure their accuracy and compatibility with browsers, including Google Chrome, FireFox and Internet Explorer 11. If any of your employees are using a previous version of these browsers, updating may be necessary to access the links.

THE ASSESSMENT

Survey Questions

The Assessment contains 28 hard-coded questions, answered with “strongly agree”, “agree”, “disagree”, or “strongly disagree”. **All 28 questions must be answered** for the employees responses to count.

Open-Ended Questions

The survey includes 3-5 optional open-ended questions. Employees may elect to leave these answers blank, however, they must still click through each question to get to the last page of the survey, which sends their results to E3’s confidential website.

If they click out of or close their browser before getting to the last page, their results will not be sent to us.

Completing the Assessment

Employees should allow 15-20 minutes to complete the assessment. Once employees begin, they must complete the survey in one sitting. Their responses will not be saved if they stop and try to resume later. And they may not use the BACK button to return to a previous page. If they cannot complete it in its entirety, they will have to begin again at a later time.

Demographic Information

The first few questions of the E3A collect high-level demographic information: their hire date, gender, and birth year range. The answers to these questions are only shared with you at the full enterprise level to identify broad trends related to tenure or age cohort.

The survey clearly advises employees that the survey is anonymous and information gathered from these demographic questions will NOT be shared at an individual, team or department level.

Daily Status Reports

As project champion, you receive a daily email report on that day’s completion percentage, broken down by workgroup. These regular updates allow us to track response rate trends. We will work with you to send out reminders to employees, either as an organization or as a workgroup, as needed.

Please note that we will be able to tell you HOW MANY responses have been received, but not WHO has responded. Our assessment, by design, precludes our ability to identify individual respondents.

Thank you again for your willingness to help E3 Solutions implement this important assessment. We look forward to helping you measure and build a deeply engaged organization!

Sincerely,

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