



**BEST
PLACES TO
WORK IN
IDAHO**

TIPS & TRICKS

for Best Places to Work in Idaho Survey

TRUST US, YOU'LL WANT TO READ THIS.

Best Place to Work Idaho honorees are calculated by your employee survey results and the percentage of their participation. We wanted to make sure you had a communication plan ready before, during, and after your company survey launch. You may be a Best Place to Work in Idaho, but if you are not managing perception and communicating effectively to employees, then your company results may fall flat.



MAKE SURE TO INCORPORATE SOME OF THESE PROCESSES TO GET THE MOST OUT OF THE BEST PLACE TO WORK IDAHO SURVEY:

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Since the new year is just around the corner, you are probably in the process of communicating last year's accomplishments and the upcoming year's goals. Make sure you are mentioning all the events, education, and benefits you have been providing employees and that's why you are a Best Place to Work in Idaho.

Make sure employees know that their feedback is completely confidential. They cannot be pinpointed by the data collected since they are always grouped with 5 or more employees.

Don't bogart information. Whoever is providing information for the survey, usually the business owner or HR manager, make sure you are communicating to leadership key dates.

Promote the survey at your monthly team meeting or other communication method.

The employer survey contact (Owner, HR Rep, etc.) should set-up a meeting with leadership team members so they are educated on the program and understand why it's important and adds value to the organization.

It's nice if the owner and leaders send out an email to employees before the survey email comes from Best Places to Work in Idaho. It will give the employees a heads up and expectations can be communicated.



Make sure your leadership team is onboard. You will need their help to make sure employees are completing the survey.

Schedule time to take the survey. Have leaders send out meeting requests so employees block time to complete the survey.

You can always login on www.bestplacestoworkinidaho.com and in your company portal, you can see response rates. However, keep in mind you cannot see who hasn't taken the survey since it would be a breach of confidentiality.



LEARN. Purchase your workforce analytics so you don't waste your time and resources reacting to low priority issues. Adopt a data-driven approach to accurately understand your workplace strengths and weaknesses so you can respond and execute to the right issues in the right way.

RESPOND. The survey is a workforce dialogue initiator and it creates the expectation among the workforce that there will be response. Not communicating back to the employees within two weeks of the end of a survey is like one person asking another how they're doing, getting a response, and then going silent. The last thing any employer should do is participate in this survey, which is intended to measure and improve, and turn it into a negative event merely because the employer never responded in a timely manner. The response doesn't have to have all the answers. It can be as simple as thank you for your input. We're reviewing everyone's responses and will keep you updated on our progress. Then keep the workforce updated.

EXECUTE. Your employees are expecting you to make positive changes within your organization with the feedback you get in the survey. Communicate the projects and processes you are implementing so they know taking the survey is worth their time.

BestPlacesToWorkInIdaho.com