Survey FAQs for Participants

What is the Engagement and Inclusion Survey?

This Engagement and Inclusion Survey is an opportunity for all executive branch employees to share what is going well and where we need to improve. The survey also has questions for employees to share their experience about workplace inclusion and during the COVID-19 pandemic. Feedback from this survey helps agencies develop action plans to help support their employees and foster a respectful workplace. As the second-ever Engagement Survey, it also provides a way for us to measure progress from our 2018 survey. The online survey is short and takes about 15 minutes to complete.

Who is running the Engagement and Inclusion Survey?

Enterprise Talent Development (ETD) within Minnesota Management and Budget (MMB) leads the Enterprise Engagement Survey as a tool to drive engagement within agencies and across the enterprise. ETD contracts with Management Analysis and Development (MAD), a different unit within MMB, to administer the survey. While MAD administers the survey, ETD works with agencies to distill the data and develop action plans to help increase employee engagement and inclusion.

Why is a survey happening right now?

This year has been drastically different than any other year, which is why we believe it is important to get your feedback. New questions have been added to this year’s survey to get insights about your work experiences during the COVID-19 pandemic. This is your opportunity for you to tell us what has been going well so we can keep investing in these areas. It is also your opportunity to tell us where we need to improve so we can take greater action.

Is the survey private? Who will know if I participated?

Yes, the survey is private. It is administered by Management Analysis and Development (MAD). MAD is a part of Minnesota Management and Budget and was hired to conduct this survey for the enterprise and participating agencies. Your agency will not know who took the survey and who provided which answers. There is a law that lets MAD keep this information private: Under Minnesota Statutes § 13.64, information that could reasonably be used to identify an individual from their response is considered private data, meaning MAD will not share it with others except as provided by law.

After the survey, MAD will create results reports for each agency and for the state workforce as a whole. MAD will use methods to make sure you cannot be identified in the results reports by your answers. MAD will also give agencies a copy of their survey data that has no respondent names or other identifying information. MAD
will use different tools to make sure no one can identify you by your answers. For example, if there are fewer than 10 survey respondents in a group, MAD will combine that grouping with a larger group of respondents.

If the survey is private, why do I need to enter my employee ID?

Some employees will need to enter their employee ID number to access the survey. Management Analysis and Development (MAD), the group administering the survey, needs to make sure each person only takes the survey once. They do this by only allowing each employee ID to take the survey one time. Your employee ID also lets MAD know which agency you’re in, so they can make sure to include your answers when analyzing your agency’s results.

Only MAD, and not your agency, will know who took the survey and who provided which answers. MAD will remove respondent identifying information—like your email address or employee ID—before they share the data with ETD or agencies.

What happens with the survey results?

After the survey ends, your agency will receive a report summarizing the survey data. ETD will share these results in summer 2021. In those reports, MAD will use proportions to describe how many people answered a question in a certain way (100 percent, 33 percent, 0 percent, etc.). MAD will also give agencies a copy of their survey data without respondent names or other identifying information. MAD will use different tools to make sure your agency cannot identify you by your answers. For example, if there are fewer than 10 respondents in a division or other category, MAD will combine that group with a larger group of respondents. MAD is giving agencies the data so they can do their own analysis with the survey data, like analyze the results by division, and so they can see all the written comments from employees.

After analyzing the data, ETD will work with leadership to develop enterprise-wide programming and agency-level action plans to help drive improvements. The goal is to create and maintain a workplace culture that is safe and respectful and where everyone can thrive. The results of the survey will help develop and enhance the state’s approach to talent development and employee engagement.

The results will not be used to conduct performance evaluations of individual managers, supervisors, or other employees. Staff should not use this survey to report violations of policies or employee misconduct. Submit policy violations, employee misconduct, or other complaints to your agency’s Human Resources office or as directed by your agency’s policies or procedures.

How will agencies use the survey results?

Agencies will receive agency-level results reports and a version of the survey data to review. MAD is giving agencies the data so they can do their own analysis with the survey data, like analyze the results by division, and so they can see all the written comments from employees. ETD recommends that leadership shares these results with their employees, and work with them to develop action plans that address agency needs.
I already took a statewide survey, how is this different?

There are two other regularly conducted statewide surveys:

- The Better Government Continuous Improvement Index Survey is sent to cabinet agencies. This survey focuses on measures of continuous improvement, such as change readiness and an agency’s culture of improvement.
- The Organizational Safety Perception Survey focuses on safety perceptions, including an organization’s safety culture.

Your agency may also have recently done its own surveys of its employees, including questions on engagement. The Engagement and Inclusion Survey focuses solely on executive branch employee perspectives about their work environment. The deeper focus on workplace climate and employee engagement in this survey will better inform the development of enterprise-wide programming aimed at enhancing the state’s approach to talent development.

Who participates in this survey?

All executive branch employees are invited to participate in the survey. This includes cabinet-level agencies (excluding the Metropolitan Council) and agencies/boards/commissions served by the Small Agency Resource Team (SmART). Employees from the Minnesota Lottery, the Minnesota Zoological Garden, the Public Employees Retirement Association, the Office of Administrative Hearings, and the Teachers Retirement Association are also invited.

Can I take the survey during my work shift?

Yes, you should take the survey during your regular workday.

How long is the survey?

The survey will take about 15 minutes to complete. If you cannot complete the survey at one time, select “Save” at the bottom of the page to save your answers. You can return to complete the survey later by using the survey link you received.

If I didn’t receive a survey, how can I get one?

If you haven’t received a link to the survey via your work email or postcard by Dec. 3, 2020, please contact MAD at 651-259-3800 or Management.Analysis@state.mn.us.

Survey invitations were emailed to employees with a state email address. Postcard invitations with a survey link were mailed to the work locations of employees without state email addresses. Due to postal delays, employees without email addresses may receive their invitations later than employees with email addresses.
What if we receive an invitation for a staff member who no longer works here?

If you are receiving email or mail invitations on behalf of a staff member who recently left their position, please email Management.Analysis@state.mn.us to remove them from the list. If you received a postcard invitation for them, please write “return to sender” on the postcard and send it back through U.S. mail.

How will I know if this is a phishing email or the real thing?

The Engagement and Inclusion Survey will not ask for a password. The email invitation will come from “Management Analysis and Development <mnit@webhost.snapsurveys.com>” with subject line: “Your voice matters! Take the Statewide Employee Engagement and Inclusion Survey by Jan. 8.” A small number of users will need to enter their Employee ID to login, but not a password.

Employees who do not have a work email address will receive a postcard by U.S. mail at their work address. It will direct them to a short URL with some variation of mn.gov/mmb/engage#.jsp, which will take them to a website that begins with http://survey.mn.gov. The postcard will provide their employee ID number and instruct them to enter it on the survey website to access the survey. Again, they will not be asked for any password.

When will we receive the results?

The results will be available in summer 2021. The final reports will be public documents.

Who is my Agency Engagement Champion contact?

Each participating agency has at least one engagement champion who is available to answer questions about the survey and how the survey results will be used. The agency champions and their contact information is listed on the Engagement and Inclusion Survey webpage.

Additional questions

If you have technical problems accessing the survey or questions about the survey, please contact MAD at 651-259-3800 or Management.Analysis@state.mn.us.

If you have questions about how your agency will use results, please contact your agency champion listed on the Engagement and Inclusion Survey webpage.