

FAQ Answers for Agency Engagement Champions

Who can answer which questions?

Management Analysis and Development (MAD)

- Data privacy questions beyond what is included in both the internal and external FAQs.
- Technical issues with Snap (e.g., accessibility, link issues, invitations, submission).

Agency Engagement and Inclusion Champions

- Basic answers to common questions (content included below).
- Access to a computer or time at work to take the survey (i.e., connecting with an agency manager or supervisor).
- Purpose of the survey in more detail (i.e., beyond external FAQ), particularly in the context of agency-driven engagement surveys.
- What agencies plan to do with results.

Enterprise Employee Experience (EEE)

- Use of survey data in more detail (i.e., beyond external FAQ).
- Additional content/purpose questions that cannot be answered by agency engagement and inclusion champions.

Common questions from employees and answers

Do I have to answer the questions?

The survey is voluntary. You can skip any question. Some of the demographic questions also allow you to choose “Prefer not to answer.”

I don’t understand what is meant by one of the survey questions.

Answer as best you can based on your understanding of the question.

I need help with the survey because I don't have a work computer or work device.

Talk to your manager or supervisor. Managers and supervisors were asked to make sure that employees have access to a computer or other device to take the survey during work time.

If I use a screen reader, will the survey work?

Yes, it should work. Go into the survey and select the "text only" option on top of the screen to take the survey. If you have any problems, call us back.

I already took a survey like this recently.

Some agencies have recently completed their own surveys, but they are not related to the enterprise Employee Engagement and Inclusion Survey, which covers most executive branch employees. This survey is intended to gauge employee engagement throughout the enterprise (larger agencies as well as many small agencies, boards, and councils). Your opinion won't be included in the executive branch results unless you take this survey.

What's this survey about? What's employee engagement?

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. Feedback from this survey helps agencies develop action plans to help support their employees and foster a respectful workplace. The survey also provides a way for us to measure progress from our 2018 and 2020 surveys. Organization-wide engagement surveys are a best practice among top employers.

EEE 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, respectful, and professional, and that supports equity, diversity, and inclusion. The results of the survey will help develop and enhance the state's approach to talent development and employee engagement and retention.

Agencies will receive agency-level and sub-agency-level results that will be reviewed and used in developing action steps.

For other questions about the survey, please contact Michelle Thom with EEE at michelle.thom@state.mn.us or contact Management Analysis and Development (MAD) 651-259-3800 or Management.Analysis@state.mn.us.

Will my agency see my answers? Will my boss see my answers?

Agencies will know what staff in your agency and division shared overall, but they will not know who submitted which answers or who took the survey. More information is on the survey landing page, the external FAQ document, and in the invitation emails.

Why did I get a reminder? I took the survey.

Ask them to follow the link again and make sure they pressed “submit” at the end of the survey. If they did submit, they will get a message confirming that when they click the link. If they are still having issues, send them to MAD.

Who should I refer media inquiries to?

Patrick Hogan at Patrick.hogan@state.mn.us or 651-259-3737.