

Survey FAQs for Participants

What is the Engagement and Inclusion Survey?

This Engagement and Inclusion Survey is an opportunity for 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 experiences about workplace inclusion and engagement. Feedback from this survey helps agencies develop action plans to help support their employees and foster a respectful workplace. The Engagement Survey also provides a way for us to measure progress from our 2018 and 2020 survey. The online survey is short and takes 10 to 15 minutes to complete.

Who is running the Engagement and Inclusion Survey?

Enterprise Employee Experience (EEE) within Minnesota Management and Budget (MMB) leads the Enterprise Engagement and Inclusion Survey as a tool to drive engagement within agencies and across the enterprise. EEE has contracted with Management Analysis and Development (MAD) to administer the survey and analyze enterprise-wide results. MAD is a different unit within MMB that provides consulting services for the public sector. While MAD administers the survey, EEE works with agencies to distill the data and develop action plans to help increase employee engagement and inclusion. Survey partners include Enterprise Talent Development, MMB Communications, and the Office of Inclusion.

Why is a survey happening right now?

The past two years have seen an evolution in the workplace as a result of significant events that affect our daily lives, which is why we believe it is important to get your feedback. The survey, which is typically administered every other year, provides an opportunity for employees 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 to improve our workplaces and retain our valued employees.

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

Only MAD will know whether you took the survey and what you answered. Your agency will not know who took the survey and who provided which answers. Information that could reasonably be used to identify an individual from their response is considered private data under the Minnesota Government Data Practices Act (Minnesota Statutes § 13.64), 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 enterprise workforce as a whole. MAD will use methods such as rounding, aggregation, and data suppression so you cannot be identified 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?

Employees will need to enter their employee ID. 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, employee ID, and demographic information—before they share the data with EEE or agencies.

What happens with the survey results?

In the summer of 2023, your agency will receive a report summarizing the survey data. In those reports, MAD will use proportions to describe how many people answered a question in a certain way (e.g., 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, 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, 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 and respectful and where everyone can thrive. The results of the survey will help develop and enhance the enterprise'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 provided 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 without respondent names or other identifying information to review. MAD is giving agencies the data so they can do their own analysis with the survey data, for example, by division, and so they can see all the written comments from employees. EEE recommends that leadership share these results with their employees, and work with them to develop action plans that address agency needs and drive improved outcomes.

I already took a statewide survey. How is this different?

There is at least one other regularly conducted statewide survey:

- 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 and inclusion. 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 enterprise's approach to employee retention and talent development.

Who participates in this survey?

State of Minnesota 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 Governor's Office, Minnesota Lottery, the Minnesota Zoo, the Public Employees Retirement Association, the Office of Administrative Hearings, the State Board of Investment, 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 10 to 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?

Survey links will be sent out throughout the day on Wednesday, January 25, 2023. If you haven't received a link to the survey via your work email by Thursday, January 26, please contact MAD at 651-259-3800 or Management.Analysis@state.mn.us.

Survey invitations were emailed to employees to their work email address. Because of the volume of emails sent, the state's email system initially blocked some survey invites, but all employees who use email at work should have now received an invitation via GovDelivery. If you need assistance obtaining a link to the survey email [Michelle Thom](#) or [Jackie VanOverbeke](#).

What if we receive an invitation for a staff member who no longer works here?

If you are receiving email on behalf of a staff member who recently left their position, please email Management.Analysis@state.mn.us to remove them from the list.

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

The email invitation will come from **MNMMB@public.govdelivery.com** with subject line: “Your voice matters! Take the Statewide Employee Engagement and Inclusion Survey by Feb. 22.” Employees will need to enter their Employee ID to login, but not a password.

Survey reminders will come from GovDelivery. Reminders to employees to complete the survey are scheduled for Monday, February 6 and Thursday, February 16.

When will we receive the results?

The results will be available in summer 2023. 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 are listed on the [Engagement and Inclusion Survey webpage](#).

A question on the survey asks, “Where do you work?” How do I know the difference between ‘remote,’ ‘telework,’ and ‘in-person?’

Each position’s work location varies based on the business needs and the position description. Where you perform your work can be designated as ‘remote,’ ‘telework,’ ‘in person,’ or a combination of the options.

‘Remote work’ is when an employee who, as a condition of their appointment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal location.

‘Telework’ refers to a work arrangement that allows an employee to perform work on a scheduled regular, recurring basis at a telework location that is not the employee’s permanent/principal work location. An example could be the employee’s home, or another approved location discussed with and approved by the employee’s supervisor.

‘In-person’ work is when the work is performed in an assigned office setting or in the field. For example, a Field Inspector may perform some work duties at the agency office and other duties may be performed outside of the office at a business, establishment or assigned site location. Both locations provided in this example, would be considered ‘in-person.’

The Enterprise [Telework Policy \(HR/LR Policy #1422\)](#) offers definitions and Key Terms that you may find helpful.

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](#).