

GREAT COLLEGES TO WORK FOR

Employee Survey Verification Form: All Applicants

Deadline for Submitting this Electronic Form: February 28, 2020

As part of the Great Colleges to Work For employee survey process, we must verify that the survey is administered per the rules of the program. Please complete and upload this electronic form onto your customized ModernThink Administrative Portal by **February 28, 2020**.

By entering my name below, I verify that to the best of my knowledge the employee survey distribution list used for this program is accurate and that it meets the specifications as listed below. I understand that no changes to the list are possible once the survey process begins and that failure to include all eligible employees in the random selection process or to provide accurate email addresses for selected employees may result in disqualification from the program.

Name: _____

Date: _____ Institution Name: _____

Institution Designation: 4-Year College Associate/Community College Spec. Focus

Your Survey Distribution Method: E-mail Login Sets Combination Email/Login Sets

____ Please indicate the total number of eligible full-time employees (Faculty, Administrators, Exempt Professional Staff and Non-exempt Staff only) who are currently working for your institution in the U.S. **Community Colleges should include Adjunct Faculty in your faculty count.**

Please verify the following about your survey distribution list by placing an 'x' in the appropriate box:

- All eligible, full-time Faculty, Administrators, Exempt Professional Staff, as well as a portion of your Non-exempt Staff, and Adjunct Faculty for Associate colleges are included on the list [for institutions with fewer than 500 employees]

OR

- The list includes a random sample of eligible employees (full-time Faculty, Administrators, Exempt Professional Staff, a portion of Non-exempt Staff and Adjunct Faculty for Associate colleges.) [for institutions with more than 500 employees].

If you HAVE NOT customized or oversampled:

Please verify the following about your survey distribution list by placing an 'x' in each box:

- The list includes a random sample of all full-time Faculty, Administrators, Exempt Professional Staff and Non-exempt Staff within the institution.
- The list includes only employees located in the U.S.
- The list includes full-time* employees only. ***(Associate/Community Colleges are required to include Adjunct Faculty)**

If you HAVE customized or oversampled:

Please verify the following about your survey distribution list by placing an 'x' in each box:

- The list includes the sample of Faculty, Administrators, Exempt Professional Staff, Non-exempt Staff, and Adjunct Faculty when applicable, within the institution that were articulated in your contract, and approved by ModernThink.

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Union employees shall not be omitted from the survey process:

Does your work force include union employees? Yes No

If yes: Have your union employees been included in the random selection process?

Yes No

The Great Colleges program is a competition. In order to ensure a level playing field for all participants, incentives of any kind are strictly prohibited. In other words, your institution may not provide any incentives either to try to drive response rates or influence employees' answers. Incentives include, but are not limited to, the following: monetary gifts, prizes, time off, food, drawings, raffles, bonuses, etc.

The same is true for any penalties. Your institution may not try to influence participation rates and/or responses by implicitly or explicitly threatening any adverse impact on employees who choose to participate or not and/or who choose to respond/answer in a particular manner.

This institution has not introduced any incentives or penalties to the survey process.

Random Sample Documentation: If your institution has more than 501 but less than 1,000 employees, please describe how you will select a random sample of 400 of your employees:

OR

If your institution has more than 1,001 employees, please describe how you will select a random sample of 600 of your employees:

***Login Set Distribution:** To ensure the integrity of the survey process, please provide a brief description of the distribution and collection process that you plan to use for the login sets:

***Note:** If you have elected to receive from ModernThink unique passwords (Login Sets) for each employee: There is no requirement to submit names of employees that you survey if you are distributing login sets for the online survey. However, you will be asked to supply the *number* of login sets you will need for each Job Category – Faculty, Administration, Exempt Professional Staff, Non-exempt Staff, and Adjunct Faculty for Associate colleges – to ModernThink. You will then need to distribute the login information to individuals within each appropriate category. All institutions using login sets should keep a copy of the employee distribution list used in the process for internal purposes.

ModernThink will use the Job Category information to supply applicants with response rates while the survey is active to maximize participation. This communication enhancement for applicants is based on requests by previous applicants to proactively encourage faculty and staff to participate. Applicants will not be able to see who specifically has responded but they can view aggregate response rates for each Job Category. This information will not be used for demographic categorization of the survey results for data reports or in the recognition results. Only self-reported Job Category designations indicated in survey responses will be used.

Please complete and upload this electronic form onto your customized Administrative Portal by
February 28, 2020.