

GREAT COLLEGES TO WORK FOR

SAMPLE: Institution Reminder to Employees during the Survey

Instructions: The sample below is intended to serve as an example of what to include in your mid-survey communication. Feel free to cut and paste from this document. We do, however, encourage you to tailor the letter so it reflects the culture, tone and voice of your institution. In particular, be sure to customize the highlighted portion of the letter below.

From: Your Institution's Provost/President

Subject: If You Haven't Done So Yet - Please Complete the Great Colleges Survey!

The Great Colleges to Work For survey is still open! Our institution is participating in this study designed to gather benchmarking data within higher education and to recognize institutions that have built great workplaces.

An invitation to take this survey was distributed to a random selection of our employees on March 8. The deadline to complete the survey is April 2.

Thank you to those of you who have already completed the survey! We appreciate you taking the time to share your views and opinions.

If you have not yet completed the survey, please take a moment to share your valuable feedback. The survey is completely voluntary and the institution will not be able to identify the results of individuals. The survey results play a significant factor in determining which institutions are recognized in the Great Colleges Program.

As we continue to contend with a global pandemic and budget shortfalls from the economic downturn, we remain committed to taking care of our students and our faculty and staff. Therefore, we view this survey as a great opportunity to assess the climate of our campus after a year of unforeseen challenges, and to demonstrate our willingness to listen to your concerns.

Whether or not our institution is recognized, we can learn from the feedback and make improvements for our future. We encourage everyone's participation! A high response rate helps ensure an accurate representation of our community.

Thank you in advance for your participation. Please contact [insert name and contact information of your organization's survey coordinator], or visit www.GreatCollegesProgram.com, if you have any questions.