



SAMPLE: Pre-Survey Communication to All Faculty/Staff

Instructions: The sample below is intended to serve as an example of what to include in your pre-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: Upcoming Survey for the Great Colleges to Work For program

Institution name has decided to participate in the Great Colleges to Work For[®] program, a national survey designed to recognize institutions that have built great workplaces. Regardless of whether or not we are recognized, the data we receive will be helpful as we continue the process of creating the best workplace possible.

On March 4, the survey will be distributed to a **random selection or all of our employees**. If you are included in this random sample, you will receive an invitation with details about the program and how to access the survey. **This invitation will be sent to you [for institutions choosing email distribution, insert the following: "via email from Great Colleges"] [for institutions choosing login sets, insert the following: "in the form of a paper letter or email containing instructions about how to take the online survey"].**

If you receive the invitation, please take a moment to complete the survey. **[Institutions doing random sample include: You will be representing not only yourself, but all your colleagues, so your feedback is invaluable!]** This is a chance to make your voice heard, and a high response rate helps ensure an accurate representation of our community. At the close of the program, we will receive topline reports that summarize the organizational competencies and relationships that most directly impact and influence our culture.

The survey is voluntary and completely confidential; our institution will not be able to trace results back to individuals. Your survey will be processed by ModernThink LLC, an independent management consulting firm focusing on workplace quality in higher education. They can be reached at 888.684.4658 or at surveys@modernthink.net.

We encourage everyone's participation and hope you will take this opportunity to share your honest feedback! 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.