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 or all of our employees on March 1 with the subject line "Great Colleges to Work For 2027 Faculty/Staff Survey." The deadline to complete the survey is March 26.

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.

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.