Employee Survey Verification Form: All Applicants

Deadline for Submitting this Electronic Form: February 17, 2027

This form must be completed and submitted in your Administrative Portal. Portal access will be sent via email by February 8, 2027. This form is subject to change prior to February 8.

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 17, 2027.** ModernThink will use the Job Category information to supply applicants with response rates while the survey is active to maximize participation. Applicants will not be able to see who specifically has responded but they can view aggregate response rates for each Job Category.

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.

Contact Name: _____

Date: _____ Institution Name: _____

Institution Designation (select one): ____Four-Year College ____Associate/Community College
____ Spec. Focus

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 box:

____The list includes only employees located in the U.S.

If you HAVE NOT customized or oversampled:

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

____ [For institutions with fewer than 500 employees]: 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 only) are included on the list, in accordance with the numbers of each required Job Category requested by ModernThink. The

employees in any Job Category population that requires a sample have been randomly selected.

OR

____ [For institutions with more than 500 employees]: The list includes a random sample of eligible employees (full-time Faculty, Administrators, Exempt Professional Staff, Non-exempt Staff and Adjunct Faculty for Associate colleges) in accordance with the numbers of each required Job Category requested by ModernThink.

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

____ All Administrators, Faculty (not Adjunct Faculty), Exempt Professional Staff and Non-exempt Staff included on this list are full-time employees only.

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 amount 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.

____ All Administrators, Faculty (not Adjunct Faculty), Exempt Professional Staff and Non-exempt Staff included on this list are full-time employees only, unless otherwise indicated in the signed contract with ModernThink.

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' responses. 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 you are only surveying a sample of any one of your Job Categories, as opposed to surveying the entire employee population, please explain in the space below how you will ensure the selection of the employees is random. ModernThink provides instructions on how to create random samples using Microsoft Excel at this URL: https://greatcollegesprogram.com/wp-content/uploads/2026/09/2027-Random-Selection-Excel-Instructions.pdf If you use the provided link above, you can respond to this question with "Used ModernThink sampling instructions."

Please complete and upload this electronic form onto your customized Administrative Portal by **February 17, 2027.**