Q1. What is the 2011 Colorado State Employee Engagement Survey?
A. The survey is a process to help identify issues through meaningful input from all state employees from the Executive, Legislative and Judicial branches, the offices of elected officials (Governor, Attorney General, Secretary of State, Treasury) and higher education institutions. It is an opportunity for state employees to give anonymous feedback on working for the state, what is working and what is not. Employees can complete the survey in less than 15 minutes either by following the link to the web site or by completing a paper survey in either English or Spanish. The survey will be available from Tuesday, August 23, 2011 to September 16, 2011.

Q2. We have taken various surveys in the past; why another one?
A. While many of us have taken surveys in the past that were on the surface similar to this one, this one is different. This is the first time ever that 100,000 state employees are being asked to participate including all 3 branches of state government and all state institutions of higher learning. The survey questions are designed to help identify how we can more effectively deliver our services to the citizens of Colorado and operate state government more efficiently, effectively and elegantly. After the survey is completed, action plans to address specific issues are expected to be developed and implemented in the various state organizations depending on their respective needs and priorities.

Q3. Why should I take the survey?
A. Your honest and anonymous responses to the survey questions are important for several reasons. A high performing work culture must have ways for employees to give feedback. This is one opportunity for all employees to have a voice and share perspectives on what matters most. Communication has to be two way and with your feedback, managers will know where best to focus their energies.

Q4. How do I know my opinions will remain anonymous?
A. The state has partnered with OrgVitality, the third party vendor facilitating the 2011 survey. OrgVitality will host the web site and the paper surveys will be returned postage paid directly to them. The state only receives the data in aggregate, specifically when more than 5 responses are received from each work unit based upon the matrix that was submitted by your agency.

Q5. What if I didn’t receive a link to the survey web site or need a paper survey in either English or Spanish?
A. If you did not receive the survey web site link or need a paper survey, please contact your HR department or if you prefer, contact the state survey project manager at guy.mellor@state.co.us.

Q6. I started the survey but am called away. Can I close the survey and continue later or do I need to go to the original survey link and start over?
A. If you need to close your partially completed survey (that is you have stopped somewhere before pressing the “Submit” button), you will be given a temporary password and link which will allow the system to save your work so far. When you return, use the temporary password and link given to you to complete the survey.

This is the text of the message you will get when you click the “save and resume later” button: “Please make note of the temporary access code and the website listed below. Or, you have the option to have the access and survey link emailed directly to you. Emails are sent by a third party provider (OrgVitality). Email addresses are not retained and your responses remain anonymous.”

Q7. I’ve taken the survey. Now what?
A. The survey closes on September 16th. Aggregate group level results will be presented to executive leadership in late October. This will give us time to get back all of the paper surveys that are being mailed. Leaders determined by each agency, department or institution of higher education with more than 5 responses will receive a summarized report specific to their team. After the collective results of the survey are known, leadership will address issues and develop action plans with accountable owners and milestones to measure our improvement.