

ACTION NEEDED: RESPOND TO THE EMPLOYEE ENGAGEMENT SURVEY

This message is to all <<Department>> team members.

Team,

We have an important ask of you – please complete the Employee Engagement Survey before it closes on **Tuesday, June 1**. While we would love to have all team members complete the survey, our goal is to have 85% participation to ensure we are acting from as many voices as possible. With our current participation rate of 35%, we need your help to reach this goal.

You can access the survey through a personalized email link from the Employee Engagement Survey email, <<employeesurvey@survey.com>>. This confidential survey provides an opportunity to check in with you to see what we're doing well, what we can improve upon, and most importantly, how we can partner together to enhance your workplace experience.

Based on the feedback received from the December survey, we have implemented the following improvements:

- Created a centralized onboarding experience that both new and existing team members can attend.
- Designed learning and development trainings that are unique to <<Department>>.
- Held small group listening sessions to gather more direct and proactive feedback.
- Launched new communication vehicles to get you the information you need when you need it.
- Established a cultural learning series that focuses on key drivers of culture.

Our ask of you:

- Prioritize completing the Employee Engagement Survey by **Tuesday, June 1**. It only takes 15 minutes to complete and gives us valuable insight into how we're doing as an organization and how we can improve to better serve you.
- Help us act on the Employee Engagement Survey results by participating in focus groups and driving action planning with your leader.

We are grateful for each of you. Thank you for taking the time to complete the Employee Engagement Survey and sharing your voice.

Your <<Department>> Leadership Team