What Supervisors Can Do to Encourage Employees to Take the Survey

We’d like to reach every employee in every location.

Human Resources’ recent Employee Communications Survey told us that over half our employees (55%) get important information from their supervisors who share information at staff meetings. We want to help you inform your employees, so we have created this Supervisor Toolkit to give you answers and resources you can share with your staff.

Resources at-a-Glance

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<tr>
<th>Item</th>
<th>Web Address</th>
<th>Action</th>
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<tbody>
<tr>
<td>Web page</td>
<td><a href="http://www.pinellascounty.org/hr/employeevoice">www.pinellascounty.org/hr/employeevoice</a></td>
<td>Please review</td>
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<td>Two-Minute Tuesday video</td>
<td><a href="http://www.pinellascounty.org/hr/two/videos/voice2019/voice2019.html">www.pinellascounty.org/hr/two/videos/voice2019/voice2019.html</a></td>
<td>Play this short video at a staff meeting</td>
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<td>Frequently Asked Questions (FAQs)</td>
<td><a href="http://www.pinellascounty.org/hr/employeevoice">www.pinellascounty.org/hr/employeevoice</a></td>
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Recommendations

- **Staff meeting:** Have a discussion at a staff meeting. If you don’t have the answer to a question, contact Employee Communications (Employee.Communications@pinellascounty.org) to get an answer and then follow up with the appropriate employee(s) right away.

- **Posters:** Place posters in common areas reminding employees to take the survey. Request 11X17 or 8X11 posters from Employee.Communications@pinellascounty.org. You can also print the posters locally.

- **Field Staff Scheduling:** Allow time in the schedule for field personnel to take the survey.

- **No Computer Access:** Paper surveys are available for staff who are uncomfortable with using a computer. Instructions are on the website. The survey is also mobile device-friendly so it can be taken on a smartphone or tablet.

- **Send an Email:** Send an email to your staff. Here is suggested text:

  The 2019 Employee Voice Survey is launching August 12. It’s your opportunity to give your feedback about working for Pinellas County. Your responses will help to shape and guide important decisions within your department as well as in our organization overall.

  You will receive a message in your work email from HCP Associates with a unique link to the electronic survey on August 12. The deadline to complete the survey is 5:00 p.m. on Monday, August 26. The survey is 100% confidential. Please take this brief survey. Your voice matters!

  To get more information and see how leadership made changes based on the 2017 survey, visit www.pinellascounty.org/hr/employeevoice.
Questions We Can Anticipate

Why should I complete the survey? Nobody does anything with the information.
That’s not the case. Human Resources asked the 10 Appointing Authorities what they have done since the 2017 survey and placed the resulting highlights prominently in the July 2019 Pen. Please review your leadership’s activities and relay the information to your employees, adding what may have been done at your location.

Nothing was done in my department since the 2017 survey.
We encourage you to remind your employees what you and your department have done to improve work life since the last Employee Voice survey in 2017. Remind employees that there is a section of the survey where they can include comments about remaining areas of concern from 2017.

Is it really confidential?
Yes. It is really confidential. We’ve anticipated this concern. To get honest answers from employees, we know we need to help them feel safe from recognition and/or retribution. It’s unfortunate that this fear exists. It’s why we have an outside agency (HCP Associates) conducting the process. We can’t emphasize enough that the survey is 100% confidential. At no time will Human Resources or your manager see names or personally identifiable results. Count on it.

Will supervisors know if an individual employee has completed the survey?
No. However, HCP will know and will send reminders to employees who have not completed the survey. HCP will not disclose the identities of these or any other employees to anyone in Pinellas County Government, including Human Resources.

How will we learn the results?
Once the survey is closed, HCP will produce reports for the Unified Personnel System as a whole and a report for each Appointing Authority on their own areas. The UPS report will be reported to all employees in the November issue of the The Pen newsletter. The Appointing Authorities will manage reporting of their own results to their areas.

More FAQs and resources can be found on the Employee Voice web page – www.pinellascounty.org/hr/employeevoice.

Appointing Authorities

1. Business Technology Services (BTS)
2. County Administrator (BCC)
3. Clerk of the Circuit Court and Comptroller (CCC)
4. County Attorney (CAO)
5. Forward Pinellas (PPP or MPO)
6. Human Resources (HR)
7. Office of Human Rights (OHR)
8. Property Appraiser (PAO)
9. Supervisor of Elections (SOE)
10. Tax Collector (TCO)