

TEMPLATE EMAILS — 2020 PEOPLE MATTER SURVEY WELLBEING CHECK



Promotional email from head of organisation template

Keep any text highlighted in green, as it's vital information for survey participants.

[Subject line]

2020 People Matter Survey Wellbeing Check coming soon

[Email copy]

Dear [colleagues]

You will soon receive your invitation to take part in the 2020 People Matter Survey Wellbeing Check.

This year's survey is shorter and focused on staff wellbeing, in response to the coronavirus.

You'll notice the survey is:

- half the length of the regular annual survey
- relevant to all employees regardless of whether you are working remotely, on the front line, or have returned to the workplace.

The survey will be open from 12 to 30 October 2020.

The survey is anonymous. We encourage you to be open and honest in your responses.

Your feedback will help support your wellbeing and improve our workplace and culture, as we all adapt through the pandemic.

We take the results from the survey seriously, as they help shape important decisions within our organisation and the Victorian public sector.

Your privacy and anonymity

The Victorian Public Sector Commission uses strict rules to protect your privacy and anonymity at every stage of the survey.

They:

- de-identify all responses
- don't give your individual survey responses to your manager or organisation
- don't release results for groups or teams with fewer than 10 responses
- don't release results for diversity groups such as age and gender and so on for organisations with fewer than 30 responses
- don't link the free-text comment report to any other survey information

The survey is run by ORIMA Research on behalf of the Victorian Public Sector Commission.

All information is handled in accordance with the Data Privacy and Protection Act 2014, Health Records Act 2001 and other applicable Victorian and Commonwealth and legislation.

Read the People Matter Survey data collection statement to find out more.

Regards

Name

Organisation head title

Invitation email template

Please tailor as required and insert the survey link provided in the survey coordinator portal.

Keep any text highlighted in green, as it's vital information for survey participants.

[Subject line]

Invitation to the 2020 People Matter Survey Wellbeing Check

[Email copy]

Dear [colleagues]

We invite you to take part in the 2020 People Matter Survey Wellbeing Check.

This year's survey is shorter and focused on staff wellbeing, in response to the coronavirus.

You'll notice the survey is:

- half the length of the regular annual survey
- relevant to all employees regardless of whether you are working remotely, on the front line, or have returned to the workplace.

The survey will be open from 12 to 30 October 2020.

The survey is anonymous. We encourage you to be open and honest in your responses.

Your feedback will help support your wellbeing and improve our workplace and culture, as we all adapt through the pandemic.

We take the results from the survey seriously, as they help shape important decisions within our organisation and the Victorian public sector.

How to start the survey

You have until midnight, 30 October 2020 to do the survey.

When you start the survey, the system will generate a password for you.

If you can't do the survey in one sitting, you can use this password to save your progress and come back later.

Start your survey [Include your survey link here]

Help with the survey

If you need help, get in touch with ORIMA Research on 1800 654 585 or email peoplesmatter@orima.com

Your privacy and anonymity

The Victorian Public Sector Commission uses strict rules to protect your privacy and anonymity at every stage of the survey.

They:

- de-identify all responses
- don't give your individual survey responses to your manager or organisation
- don't release results for groups or teams with fewer than 10 responses
- don't release results for diversity groups such as age and gender and so on for organisations with fewer than 30 responses
- don't link the free-text comment report to any other survey information

The survey is run by ORIMA Research on behalf of the Victorian Public Sector Commission.

All information is handled in accordance with the Data Privacy and Protection Act 2014, Health Records Act 2001 and other applicable Victorian and Commonwealth and legislation.

Read the People Matter Survey data collection statement to find out more.

Regards

Name

Organisation head title

Reminder email template

Please tailor as required and insert the survey link provided in the survey coordinator portal.

Keep any text highlighted in green, as it's vital information for survey participants.

[Subject line]

Reminder to take the 2020 People Matter Survey Wellbeing Check

[Email copy]

Dear [colleagues]

This is your reminder that you have until midnight, 30 October 2020 to take part in the 2020 People Matter Survey Wellbeing Check, if you haven't completed it already.

This year's survey is shorter and focused on staff wellbeing, in response to the coronavirus.

Your feedback will help support your wellbeing and improve our workplace and culture, as we all adapt through the pandemic.

We take the results from the survey seriously, as they help shape important decisions within our organisation and the Victorian public sector.

How to start the survey

When you start the survey, the system will generate a password for you.

If you can't do the survey in one sitting, you can use this password to save your progress and come back later.

Start your survey [Include your survey link here]

Help with the survey

If you need help, get in touch with ORIMA Research on 1800 654 585 or email peoplematter@orima.com

Or contact your Survey Coordinator on [phone number] or email [email address].

Your privacy and anonymity

The Victorian Public Sector Commission uses strict rules to protect your privacy and anonymity at every stage of the survey.

They:

- de-identify all responses
- don't give your individual survey responses to your manager or organisation
- don't release results for groups or teams with fewer than 10 responses
- don't release results for diversity groups such as age and gender and so on for organisations with fewer than 30 responses
- don't link the free-text comment report to any other survey information

The survey is run by ORIMA Research on behalf of the Victorian Public Sector Commission.

All information is handled in accordance with the Data Privacy and Protection Act 2014, Health Records Act 2001 and other applicable Victorian and Commonwealth and legislation.

Read the People Matter Survey data collection statement to find out more.

Regards

Name

Organisation head title