

# Invitation and reminder email templates

People matter survey 2021



**Victorian  
Public Sector  
Commission**

## Go to

- [Template 1: promotion email from head of organisation](#)
- [Template 2: invitation email](#)
- [Template 3: reminder email](#)

## Template 1: promotion email from head of organisation

### How to use template 1

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

Send this email at least 1 week before the survey starts.

### Template 1 text

#### **[Subject line]**

People matter survey 2021 coming soon

#### **[Email copy]**

Dear <colleagues>

You'll soon receive your invitation to take part in the People matter survey 2021.

The survey is a safe and anonymous way for you to have your say.

You'll be asked how you experience different aspects of our workplace including job

satisfaction, diversity and inclusion and work-related stress.

The survey is relevant to all employees regardless of whether you're working remotely, on the front line, or have returned to the workplace.

The survey includes new questions on:

- diversity and inclusion, based on consultation with employee networks
- gender equality that will assist public sector organisations to comply with annual reporting of progress against the [Gender Equality Act](#).

The survey will be open from **Monday 31 May to Friday 25 June 2021**.

Your feedback will help support you and improve our workplace and culture.

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

We encourage you to be open and honest in your responses.

### **Your privacy and anonymity**

The survey is run by Victorian Public Sector Commission on the [Qualtrics](#) survey platform.

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

To protect you, they:

- use an anonymous survey link and everyone in your organisation receives the same survey link
- de-identify all survey response data provided to your organisation
- don't collect your name, date of birth or employee ID
- never share your email address and delete it at the end of the survey period, if you use it to save and return to the survey later
- don't release results when fewer than 10 people in a work group have responded to the survey
- don't release employee opinion results for demographic groups where organisations



have fewer than 30 responses in total

- don't link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the People matter survey data collection statement to find out more.

Regards

Name

<Organisation head/title>

---

## Template 2: invitation email

### How to use template 2

Please tailor as required and insert the survey link provided to you.

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

Send this email on the day the survey starts.

### Template 2 text

#### [Subject line]

Invitation to take part in the People matter survey 2021

#### [Email copy]

Dear <colleagues>

<I/We> invite you to take part in the People matter survey 2021.

The survey is a safe and anonymous way for you to have your say.

You'll be asked how you experience different aspects of our workplace including job



satisfaction, diversity and inclusion, and work-related stress.

The survey is relevant to all employees regardless of whether you're working remotely, on the front line, or have returned to the workplace.

The survey includes new questions on:

- diversity and inclusion, based on consultation with employee networks
- gender equality that will assist public sector organisations to comply with annual reporting of progress against the [Gender Equality Act](#).

Your feedback will help support you and improve our workplace and culture.

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

We encourage you to be open and honest in your responses.

### **How to start the survey**

You have until **Friday 25 June 2021** to do the survey.

Start your survey [Include your survey link here]

If you can't do the survey in one sitting, you can save and return later from the same desktop or mobile device.

### **Help with the survey**

If you need technical help with the survey, contact your Survey Coordinator on <phone number> or email <email address>.

Or email [people.matter@vpsc.vic.gov.au](mailto:people.matter@vpsc.vic.gov.au).

### **Your privacy and anonymity**

The survey is run by Victorian Public Sector Commission on the Qualtrics survey platform.

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



To protect you, they:

- use an anonymous survey link and everyone in your organisation receives the same survey link
- de-identify all survey response data provided to your organisation
- don't collect your name, date of birth or employee ID
- never share your email address and delete it at the end of the survey period, if you use it to save and return to the survey later
- don't release results when fewer than 10 people in a work group have responded to the survey
- don't release employee opinion results for demographic groups where organisations have fewer than 30 responses in total
- don't link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](#) to find out more.

Regards

Name

<Organisation head/title>

---

## Template 3: reminder email

### How to use template 3

Please tailor as required and insert the survey link provided to you.

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

Send this reminder at least 3 days before your survey closes.

# Template 3 text

## [Subject line]

Reminder: People matter survey 2021 closes soon

## [Email copy]

Dear <colleagues>

This is your reminder that you have until midnight Friday 25 June 2021 to take part in the People matter survey 2021, if you haven't completed it already.

The survey is a safe and anonymous way for you to have your say.

Your feedback will help support you and improve our workplace and culture.

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

We encourage you to be open and honest in your responses.

## How to start the survey

You have until **midnight Friday 25 June 2021** to do the survey.

Start your survey [Include your survey link here]

If you can't do the survey in one sitting, you can save and return later from the same desktop or mobile device.

## Help with the survey

If you need technical help with the survey, contact your Survey Coordinator on <phone number> or email <email address>.

Or email [people.matter@vpsc.vic.gov.au](mailto:people.matter@vpsc.vic.gov.au)

## Your privacy and anonymity

The survey is run by Victorian Public Sector Commission on the Qualtrics survey platform.

The Commission uses strict rules to protect your privacy and anonymity at every stage



of the survey.

To protect you, they:

- use an anonymous survey link and everyone in your organisation receives the same survey link
- de-identify all survey response data provided to your organisation
- don't collect your name, date of birth or employee ID
- never share your email address and delete it at the end of the survey period, if you use it to save and return to the survey later
- don't release results when fewer than 10 people in a work group have responded to the survey
- don't release employee opinion results for demographic groups where organisations have fewer than 30 responses in total
- don't link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](#) to find out more.

Regards

Name

<Organisation head/title>

