People Matter Survey 2020

Template emails

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# Pre-survey from head of organisation template

[Subject line]

People Matter Survey 2020 coming soon

[Email copy]

Dear [name]

You will soon receive an invitation to take part in the People Matter Survey 2020.

We encourage you to be open and honest.

We take the results from the survey seriously and they help to improve our workplace and culture.

Your feedback helps 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 release results for groups or teams with fewer than 10 responses
* don’t release results on any personal information, such as age, gender, diversity, cultural identity and so on, for organisations with fewer than 30 responses
* don’t give your individual survey responses to your manager or organisation
* only give free-text comments to the head of your organisation or someone they nominate
* don’t link the free-text comment report to any other survey information

They will not use your responses to work out your identity nor will anyone who works at our organisation.

If you use the free-text fields in the survey, try to write in a way so no one can identify you.

Also try not to use any data or information that identifies you for example, please don’t use your name.

Read the [People Matter Survey data collection statement](https://vpsc.vic.gov.au/html-resources/data-collection-statement-people-matter-survey-2/) to find out more.

Regards

Name
Organisation head title

# Generic survey link invitation template

Keep any text highlighted in grey, as it’s vital information for survey participants.

[Subject line]

Invitation to the 2020 People Matter Survey

[Email copy]

Dear [name]

You’re invited to take part in the People Matter Survey 2020.

We encourage you to be open and honest.

Your feedback helps shape important decisions within our organisation and the Victorian public sector.

How to start the survey

You have until midnight, Day XX Month 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

Link ‘Start your survey’ with [orima.com.au/vpsc/organisation](http://www.orima.com.au/vpsc/organisation)

Help with the survey

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

Your privacy and anonymity

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Regards

Name
Organisation head title

# Generic survey link reminder template

Keep any text highlighted in grey, as it’s vital information for survey participants.

 [Subject line]

Reminder to take the 2020 People Matter Survey

[Email copy]

Dear [name]

This is your reminder that you have until midnight, Day XX Month 2020 to take the People Matter Survey 2020, if you haven’t completed it already.

We encourage you to be open and honest.

Your feedback helps 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

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Regards

Name
Organisation head title

# Personalised link invitation template

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 [Subject line]

Invitation to the 2020 People Matter Survey

[Email copy]

Dear [name]

You’re invited to take part in the People Matter Survey 2020.

We encourage you to be open and honest.

Your feedback helps shape important decisions within our organisation and the Victorian public sector.

How to start the survey

You have until midnight, Day XX Month 2020 to do the survey.

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

The link won’t work once you’ve submitted your survey responses. Also don’t share your personalised link with anyone else.

Start your survey

Link ‘Start your survey’ with the personalised link you received from ORIMA

Help with the survey

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

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Regards

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