Invitation and reminder email templates

People matter survey 2023

Contents

[Template 1 – Promotion email from head of organisation 2](#_Toc69460501)

[Template 2 - Invitation email 4](#_Toc69460502)

[Template 3 - Reminder email 6](#_Toc69460503)

**This document is part of the** [People matter survey 2023 resources](https://vpsc.vic.gov.au/data-and-research/about-the-people-matter-survey/prepare-for-the-2023-survey/)

### Template 1 – Promotion email from head of organisation

Please tailor as required.

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.

**[Subject line]**

2023 People matter survey coming soon

**[Email copy]**

Dear <colleagues>

You’ll soon receive your invitation to take part in the 2023 People matter survey.

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 workplace culture, manager support, leadership, diversity and inclusion and wellbeing.

The survey is relevant to all employees regardless of where and how you work, including on the frontline.

The survey will be open from **Monday 29 May to Friday 23 June 2023**.

Your feedback will help to 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 Victorian Public Sector Commission runs the independent survey and 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 our organisation receives the same survey link
* de-identify all survey responses. This means our organisation can’t identify individuals when the data is reported
* don't collect identifying information such as name, date of birth or employee ID
* separate open-text responses from other data. Our organisation won’t know where the comments came from or who made them
* don't release team or demographic group results when there are fewer than 10 responses (for example, a demographic group could be all women aged 40-49).

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

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy)  to find out more.

Regards

<Name>
<Organisation head/title>

### Template 2 - Invitation email

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.

**[Subject line]**

Invitation to take part in the 2023 People matter survey

**[Email copy]**

Dear <colleagues>

<I/We> invite you to take part in the 2023 People matter survey.

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 workplace culture, manager support, leadership, diversity and inclusion and wellbeing.

The survey is relevant to all employees regardless of where and how you work, including on the frontline.

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

We take the results from the survey seriously, and use them to inform actions to improve culture, wellbeing and engagement 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 23 June 2023** 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 continue 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.

**Your privacy and anonymity**

The Victorian Public Sector Commission runs the independent survey and 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 our organisation receives the same survey link
* de-identify all survey responses. This means our organisation can’t identify individuals when the data is reported
* don't collect identifying information such as name, date of birth or employee ID
* separate open-text responses from other data. Our organisation won’t know where the comments came from or who made them
* don't release team or demographic group results when there are fewer than 10 responses (for example, a demographic group could be all women aged 40-49).

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

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy)  to find out more.

Regards

<Name>
<Organisation head/title>

### Template 3 - Reminder email

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.

**[Subject line]**

Reminder: the 2023 People matter survey closes soon

**[Email copy]**

Dear <colleagues>

This is your reminder that you have until **midnight Friday 23 June 2023** to take part in the 2023 People matter survey, 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 to support you and improve our workplace and culture.

We take the results from the survey seriously, and use them to inform actions to improve culture, wellbeing and engagement 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 23 June 2023** 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 continue 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.

**Your privacy and anonymity**

The Victorian Public Sector Commission runs the independent survey and 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 our organisation receives the same survey link
* de-identify all survey responses. This means our organisation can’t identify individuals when the data is reported
* don't collect identifying information such as name, date of birth or employee ID
* separate open-text responses from other data. Our organisation won’t know where the comments came from or who made them
* don't release team or demographic group results when there are fewer than 10 responses (for example, a demographic group could be all women aged 40-49).

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

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy) to find out more.

Regards

<Name>
<Organisation head/title>