

POST SURVEY GUIDE



QUANTUM
WORKPLACE



➡ SURVEY IS CLOSED. NOW WHAT? ⬅

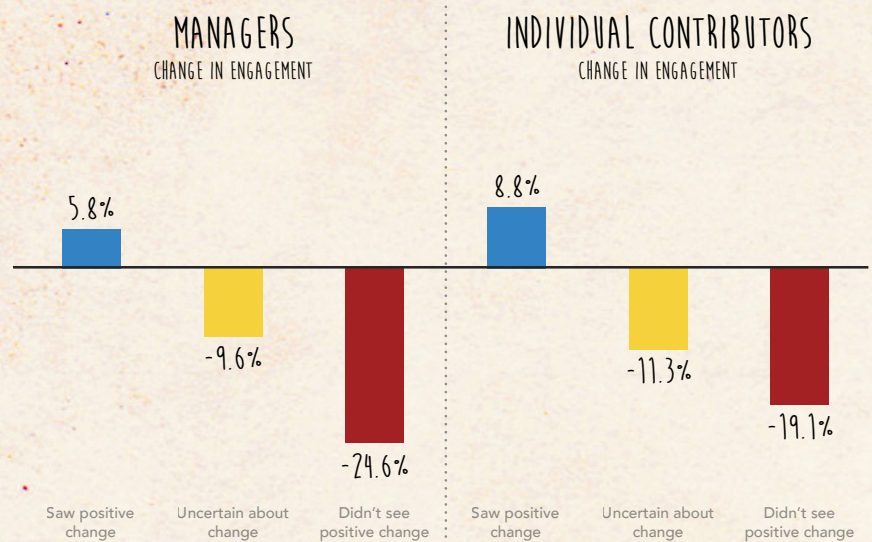
The weeks & months following the survey are critical to your employee engagement initiative. From reviewing results, to taking action, to communication. All are equally important to a successful engagement program.

This post-survey guide will help you take the necessary steps at the appropriate times to help you be successful in follow-up.



Did you know?

Managers and employees who did not see positive change from the survey have seen as much as **25% and 19% decline** in Engagement over the course of 12 months.



HOW TO USE THIS GUIDE

You've taken the time to gather employee feedback, now we want to help you figure out what to do with it. This guide is filled with best practice suggestions for when and how to share results and take meaningful action. Don't try to do it all your first year. Pick what works for your organization. You can build in more each year as your program develops.



LOOK FOR THIS ICON!

We will highlight helpful hints, links and resources throughout the guide to help you along.

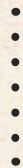
POST-SURVEY WAYPOINTS



Within 2 Weeks Post-Survey

- ☐ The first business day after survey close: Send a thank you to all employees with your final response rate and next steps. [See a sample here.](#)
- ☐ 4 business days after survey close: You and your team will receive access to the results in our online reporting suite. [Log in here.](#)
- ☐ 2 weeks after survey close: Share high level results with all employees. Page 48 of our [communication plan](#) gives you a great framework for this.

Set the expectations with your managers when they are to receive access to their results!



Helpful Hint!

The sooner the better for sharing results. Some of our most progressive clients share results with their managers 2 weeks after the survey has closed. This empowers managers to own the feedback and quickly take action to improve.

POST-SURVEY WAYPOINTS



Within 4 Weeks Post-Survey

- ☐ Quantum Workplace presents Executive Insights to Leadership Team.
- ☐ Determine 1 to 2 focus areas for overall Organization.
- ☐ Share focus areas with all employees. Include key data points from the survey. Check out a sample on page 54 of our [communication plan](#).



Get some creative ideas on how to share [Leadership's Commitments](#).

- ☐ Share results with your managers!
- ☐ Provide Manager reporting access & training.



Check out our resource to [help managers analyze their data and create a commitment plan](#).



- ☐ Announce to Organization what the plan is for next steps! Hopefully your managers are sharing the team results, but if not, ensure they know what the follow-up plan looks like!

POST-SURVEY WAYPOINTS

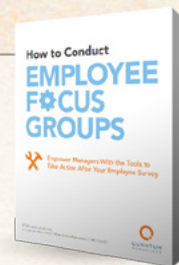


Within 6 Weeks Post-Survey

- ☐ Provide an update to the organization on the current progress.



Optional: Managers can hold focus groups to gather more insights and collectively decide focus areas. [Equip your managers on how to hold a focus group with our guide.](#)



Within 8 Weeks Post-Survey

- ☐ Managers need to finalize their Commitment Plans.



[How to Create a Commitment Plan and Share it With Your Team.](#)

- ☐ Share what you've done as an organization as a result of the survey.

POST-SURVEY WAYPOINTS



Ongoing

- ☐ Continue to take action and communicate those actions regularly.
 - [Creative Ways to Incorporate Engagement Into Internal Communications](#)
 - [Showcase Employee Engagement Success](#)
- ☐ Encourage managers to reconnect with their employees. Ask them what commitments are working well? What could be refined further?

10–11 Months Post-Survey

- ☐ Announce what actions were taken as results of survey & when the next survey will be. A sample can be found on page 21 of our [communication plan](#).

12 Months Post-Survey

- ☐ It's time to gather your employees' feedback and check on how you're doing!



Questions on how often you should conduct a survey?
[See what our research says.](#)

HELPFUL RESOURCES FOR POST-SURVEY

READ

ESSENTIAL ACTIVITIES OF TRUSTED LEADERS

READ

INCREASE ENGAGEMENT WITH 1-ON-1 MEETINGS

OTHER RESOURCES



The Qwork Future
Blog



QW Resources
Hub

WANT TO KNOW HOW ELSE TO INCREASE ENGAGEMENT?

Talk to your Account Manager about how we drive
engagement with performance!