

Sample Manager Email

Staff Engagement Survey: April 7-May 1, 2026

Encourage staff to “Be Heard!”

As the survey opens, managers have the opportunity to connect the dots towards encouraging their team to participate in and understand the importance of engagement activities.

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Use this 4-step formula to craft and send your personalized leader message for your team:

1) Why does engagement participation matter?

Share what you took away from last year’s results and how they shaped your priorities, actions, and requests.

2) What did the team do with last year’s survey results?

Refresh the team on when 2025 results were shared, what the team’s action plan(s) were, which tactics are completed, and which remain to do.

3) Provide organizational context on this year's survey.

Note updates to this year's [survey](#). Align our work to the [UCSF Org-Wide Action Plan](#).

4) What will happen with this year’s survey results?

Lay out your local plan for team action planning. Knowing that survey results will be available on Gallup Access on May 13, when will your team gather to hear them? In what venue? When will the team kick off action planning?

Thank you for serving your team as a manager who champions team engagement!

Visit the [engagement website](#) for more resources.

Creating a workplace that works for us all.

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