

Survey Participation Final Week's Encouragement Email

Subject: Last chance to “Be Heard!”

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As the survey closes, managers and Ambassadors have the opportunity to update and encourage their team to participate in and understand the importance of engagement activities.

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

1) Remind of the deadline and why engagement participation matters.

Share why you find participation valuable, how their feedback is important in shaping your team's priorities, actions, and requests.

2) Help make finding the survey easy.

Point out how staff can find their unique survey link. Steward answers to questions about survey distribution, measures and confidentiality as posted on the [survey webpage](#). Offer guidance for those staff who may or may not be invited as [part of your team](#) this year.

3) Share your team's current participation rate as encouragement.

[Ambassadors](#) and Managers have access to their team's participation rate in Gallup Access. Staff can find daily updated participation rates posted on the [survey webpage](#) by manager last name and UCSF overall. Drum up some friendly competition to reach 100%!

4) Personalize how impactful the survey is for your team's [action planning](#).

Lay out your local plan for team action planning. Knowing that survey results will be available on Gallup Access in mid-May, when will your team gather to hear and discuss them? What proven actions has the team taken in past with survey results?

Thank you for serving your team as an engagement champion!

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

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