

UNBC Faculty and Staff Opinion Survey, Spring 2016 Aggregate Report

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Section 1: Introduction

1.1 Purpose of the Survey

UNBC's first Faculty and Staff Opinion Survey (FSOS) was conducted in spring 2016. The results of the survey will be used to direct managers and supervisors' attentions to specific areas in the employee working environment that are in need of improvement, create a baseline for the University's performance, and provide key performance indicators.

Section 2: Methodology

2.1 Development of Survey Tool

UNBC developed the survey instrument in-house, based on the Gallup Q12 Index¹, to gather information about employees' engagement through their perceptions of their working environment. The twelve "employee engagement" items that were measured are: the level of staff motivation, morale, recognition, job satisfaction, supervision, and evaluation and appraisal. The next six items were designed to gather employee opinions about the application of the institutional value statements in the workplace.

In addition, survey respondents were asked for some basic demographic information: work unit, occupation category, age and years of employment (within ranges provided), gender, and identification with special groups (See Appendix 5.1 for text of the survey instrument). No survey items were made mandatory, i.e.) The respondent did not have to fill out a field before moving onto the next question.

2.2 Survey Deployment

To test the survey, deployment system, instrument, and data capture, the survey was sent to ten individuals on April 14, 2016; seven responses were submitted. The pilot demonstrated that the survey link was received, gave easy access to the survey, the survey questions and response options were visible, and the data went into the response collector and could be read and downloaded.

An invitation to the University's employees to participate in the survey was sent by the President on April 22nd (See Appendix 5.2 for invitations and reminder notices).

The survey was distributed to all UNBC employees in four batches between 6:00 and 7:30 am, Monday April 25th. The first reminder was sent out April 29; but unfortunately a deployment error was made that resulted in all employees receiving a second survey link. Explanations and apologies were issued to employees by late morning along with a note from Human Resources advising employees that if they had completed the survey twice, only the initial survey submitted would be used. Accordingly, only the first survey submitted from an employee was retained in the data set; the 25 duplicates² resulting from the error were deleted when the data were prepared for analysis.

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¹ www gallun com

² 23 duplicate surveys were submitted by employees within hours after the second link was distributed, and 2 were submitted the following week.

Two additional reminders were sent to employees who had not responded to the survey invitation: 415 on May 3rd and 359 on May 6th. The survey was initially scheduled to close at midnight on May 6th; On May 5th the decision was made to keep it open until noon on Monday, May 9th, 2016.

The length of time to complete the survey ranged from a low of 30 seconds to a high of 38 minutes and 23 seconds; mean time for completion was 7 minutes and 57 seconds while the median³ time was two minutes and 38 seconds.

2.3 Survey Cohort, Survey respondents and Overall Responses

2.3.1 Survey Cohort

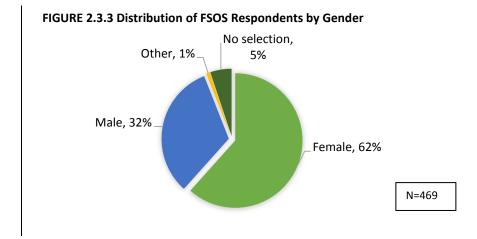
The survey cohort of 861 was drawn by Human Resources at UNBC. It comprised all employees active in the UNBC payroll system as of April 19th, 2016 in the following classes: Academic Services, CUPE, Directors, Exempt, Executive, and Faculty.

2.3.2 Survey Respondents

There was a 55% response rate (469 respondents) to the UNBC Faculty and Staff Opinion Survey. Respondents can be described by gender, age, occupation, and length of time employed at UNBC, identification with a specific group, and current work unit.

2.3.3 Gender

Faculty and Staff Opinion Survey (FSOS) respondents were asked to select from three gender categories: female, male, and other. More than 289 respondents selected female compared to just over 152 who selected male. Four respondents, less than 1%, selected the "other" category. Twenty-four of the 469 FSOS respondents (5%) did not select a gender.



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³ The value which had an equal number of greater and lower values in an ordered set of values.

2.3.4 Age

Faculty and Staff Opinion Survey (FSOS) respondents were asked to select from three age categories. More than 262 respondents indicated they were in the "Age 30 – 49" category and almost 139 selected the "Age 50 and over" category. Fourty four (44) said they were "Age 29 or under". Of the respondents, Twenty four (24) did not answer this item.

Age 29 and Age not under, 9% provided, 5% Age 50 and over, 30% Age 30 -49, 56%

Figure 2.3.4 Distribution of FSOS Respondents by Age

Time Employed at UNBC 2.3.5

The 469 FSOS respondents were asked to select from three time periods that described the length of time they had been employed at UNBC. Almost half of the respondents 213 selected the "up to five years" category. One hundred and fifty (150) respondents chose the "6 - 15 years" category. 83 reported "more than 16 years" of employment at UNBC. Twenty three (23) individuals made no selection.

N=469

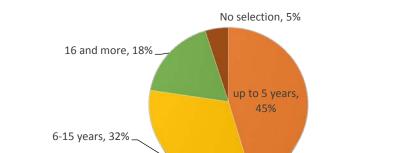


Figure 2.3.5 Distribution of Respondents by Time Employed at UNBC

N=469

Specific Group Identification

Respondents were initially given four response options for this item; but after the survey had been open a few hours, a fifth option, "Not Applicable (N/A)" was added as participants were reporting they were unable to submit without providing a response. For analysis, the "No response" and "Not Applicable N/A" responses have been combined.

It is important to note that some of the categories had very few (5 and 6) responses and the "Not Applicable N/A) and "No Response" had a combined total of 408 selections. Considerable caution must be used when comparing the percentage distributions in this category.

A Person from a A Person with a An Aboriginal Disability, 1% Person, 3%. Group, 8%

Figure 2.3.6.1 Number of FSOS Responses by Group Selection

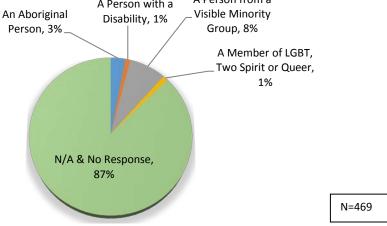
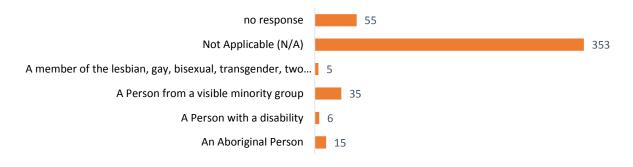


Figure 2.3.6.2 Number of FSOS Responses by Group Selection

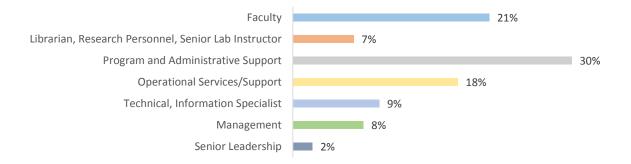


2.3.7 Occupation at UNBC

Each of the 469 respondents was asked to select from seven options regarding the occupation grouping that best described their occupational group. Twenty two (22) respondents did not answer to this item.

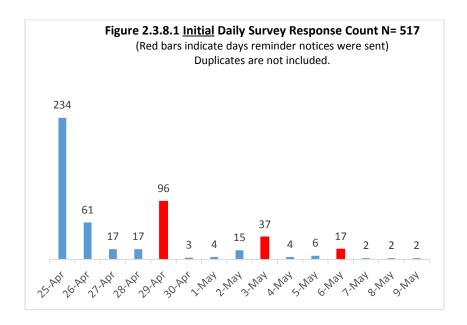
Figure 2.3.7.2 Number of FSOS Responses by Occupation $_{\mbox{\footnotesize Program and}}$ Administrative Support, 142 Operational Faculty, 100 Services/Support, 84 Technical, Librarian, Information Management, Research Personnel, Specialist, 44 36 Senior Lab Instructor, Senior 31 Leadership, 10

Figure 2.3.7.1 Distribution of FSOS Respondents by Occupation



2.3.8 Survey Response Patterns

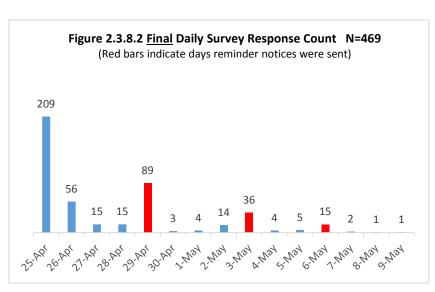
Forty-five percent (234) of responses were submitted the first day the survey was open. Figure 2.3.8.1 shows the number of unduplicated responses received each day the survey was open. This chart includes completes, incompletes, and blank survey submissions for a total of 517.



In the 20 cases where surveys were submitted, but no survey items had been answered, were removed from the total number of survey responses for analysis. Another 28 surveys were submitted by employees who said "no" to the survey acknowledgement and consent question. These were also removed from the total number of survey responses for analysis leaving 469.

When blank responses and responses from those who said "no" to the survey acknowledgement and consent question were removed, the pattern of responses remains the same with 45% submitted on the first day the survey was launched (See Figure 2.3.8.2).

The survey acknowledgement and consent question was inserted into the survey a few hours after it opened. There are 59 cases where the survey consent acknowledgement question was not answered. In most of these cases, most or all of the survey items were answered, and these responses have been retained in the analysis.



2.4 Data Analysis

The data were examined in several ways: simple frequencies and frequency distributions of overall survey responses were prepared and graphed for presentation. Cross tabulations of the responses to each item by the five different respondent descriptors were prepared to see if the responses of any subgroup of respondents differed markedly from the overall. Combined agreement/disagreement tables were prepared so responses for each item could be easily compared across subgroups.

2.5 Engagement Index and Overall Engagement Rating Score

In addition, the engagement index of 67.5% for the University was calculated. It is the simple average of the percentage of combined agreement for the twelve items measuring employee engagement.

Another measure, the level of engagement score of 3.67, was also calculated. For this average rating score, values are assigned to the responses to each question: Strongly Agree = 5; Agree = 4; Neutral = 3; Disagree = 2; and Strongly Disagree = 1; the values are multiplied by the number of responses and then the average is calculated based on the number of responses to each item. The simple average of the eighteen item scores produces the level of engagement score.

Figure 2.5.1. Engagement as Indicated by Combined Agreement by Item



Figure 2.5.2 Overall Item Engagement Rating Scores



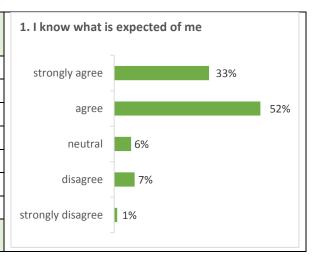
The order in which the employee engagement survey items are ranked differs depending on which engagement calculation is used; there is no difference in the rank order of the institutional values items.

Section 4: Overall Survey Results:

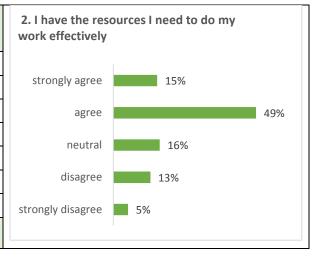
4.1 Employee Engagement Items

University overall responses to the twelve items addressing various aspects of employee engagement are as follows:

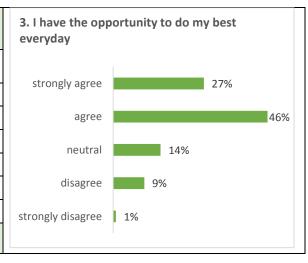
1. In my department/program I know what is expected of me		
	No. of responses	%
strongly agree	157	33%
agree	242	52%
neutral	28	6%
disagree	34	7%
strongly disagree	5	1%
no response to this item	3	1%
Total	469	100%



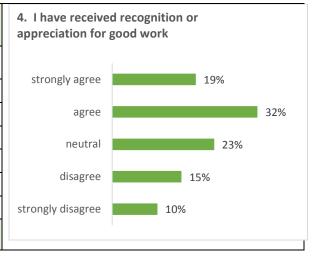
2. In my department/program I have the resources I need to do my work effectively		
	No. of responses	%
strongly agree	71	15%
agree	231	49%
neutral	75	16%
disagree	60	13%
strongly disagree	24	5%
no response to this item	8	2%
Total	469	100%



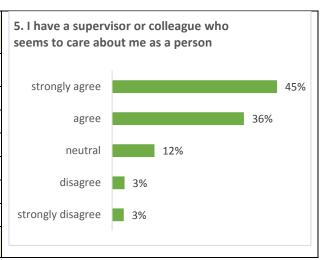
3. In my department/program I have the opportunity to do my best everyday		
	No. of	
	responses	%
strongly agree	128	27%
agree	218	46%
neutral	67	14%
disagree	44	9%
strongly disagree	4	1%
no response to this item	8	2%
Total	469	100%



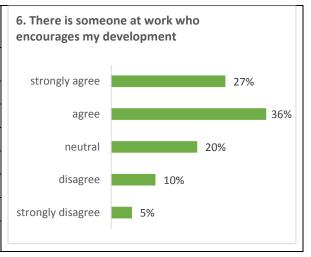
4. In my department/program in the last week, I have received recognition or appreciation for good work		
	No. of	
	responses	%
strongly agree	87	19%
agree	151	32%
neutral	106	23%
disagree	72	15%
strongly disagree	47	10%
no response to this item	6	1%
Total	469	100%



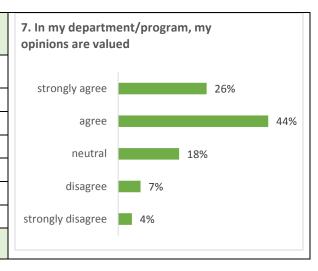
5. I have a supervisor or colleague who seems to care about me as a person		
	No. of	24
	responses	%
strongly agree	210	45%
agree	168	36%
neutral	54	12%
disagree	16	3%
strongly disagree	15	3%
no response to this item	6	1%
Total	469	100%



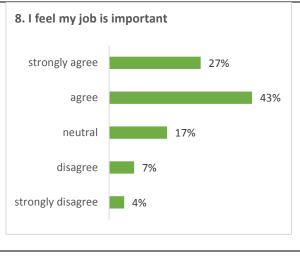
6. There is someone at work who encourages my development			
	No. of		
	responses	%	
strongly agree	126	27%	
agree	171	36%	
neutral	95	20%	
disagree	49	10%	
strongly disagree	23	5%	
no response to this item	5	1%	
Total	469	100%	



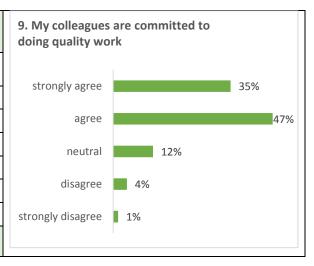
7. In my department/program, my opinions are valued		
	No. of	
	responses	%
strongly agree	122	26%
agree	207	44%
neutral	84	18%
disagree	31	7%
strongly disagree	19	4%
no response to this item	6	1%
Total	469	100%



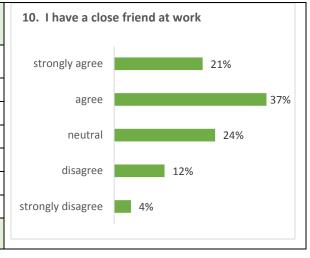
8. The vision or purpose of my department/program makes me feel my job is important		
	No. of	
	responses	%
strongly agree	128	27%
agree	200	43%
neutral	81	17%
disagree	35	7%
strongly disagree	21	4%
no response to this item	4	1%
Total	469	100%



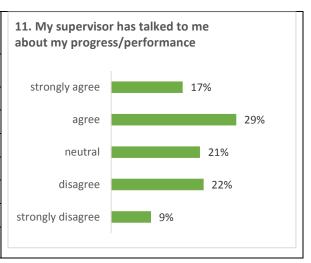
9. In my department/program, my colleagues are committed to doing quality work		
	No. of	
	responses	%
strongly agree	162	35%
agree	220	47%
neutral	55	12%
disagree	19	4%
strongly disagree	7	1%
no response to this item	6	1%
Total	469	100%



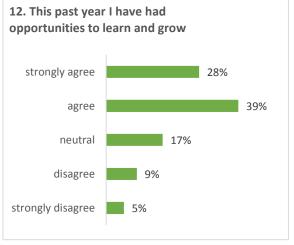
10. I have a close friend at work		
	No. of	
	responses	%
strongly agree	100	21%
agree	172	37%
neutral	114	24%
disagree	57	12%
strongly disagree	19	4%
no response to this item	7	1%
Total	469	100%



11. In the last six months, my supervisor has talked to me about my progress/performance		
	No. of	
	responses	%
strongly agree	79	17%
agree	138	29%
neutral	98	21%
disagree	102	22%
strongly disagree	44	9%
no response to this item	8	2%
Total	469	100%



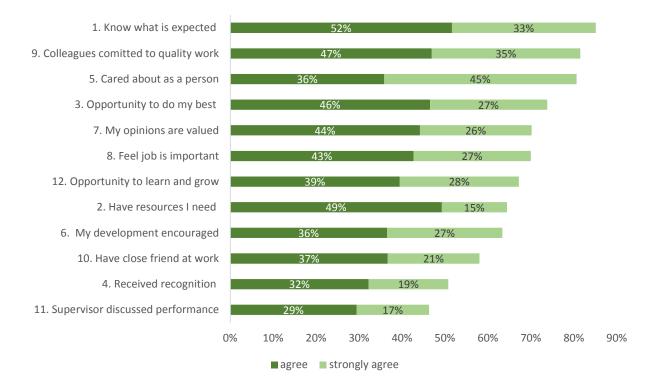
12. This past year I have had opportunities to learn and grow			12. This p
	No. of		
	responses	%	strongl
strongly agree	130	28%	30101161
agree	185	39%	
neutral	79	17%	
disagree	43	9%	
strongly disagree	25	5%	d
no response to this item	7	1%	strongly d
Total	469	100%	



4.1.1 Overall Item Agreement and Disagreement

There is a wide range of overall agreement (combined agree and strongly agree responses) to the 12 items in this section; for Item 1 (I know what is expected of me), the overall agreement is 85% while item 11 (In the last six months, my supervisor has talked to me about my progress/performance) is 46%.

Figure 4.1.1 Overall Level of Item Agreement in Ranked Order



The relationship of "strongly agree" to "agree" responses also varies by item. Item 5 (I have a supervisor or colleague who seems to care about me as a person) is the only item where "strongly agree" responses outnumber "agree". The difference between "strongly agree" and "agree" responses ranges from 9 percentage points (Items 5 and 6) to 34 percentage points (Item 2) with most between 12-18 percentage points.

There is also a wide range of overall disagreement (combined "disagree and strongly disagree responses") to the 12 items in this section. For Item 11 (In the last six months, my supervisor has talked to me about my progress/performance), the overall level of disagreement is 31%, while Item 9 (My colleagues are committed to doing quality work) is at 5%. For no item does the level of "strongly disagree" responses exceed that of "disagree". Item 4 (In the last week I have received recognition or appreciation for good work) received the highest proportion of "strongly disagree responses" (10%) followed by Item 11 with 9%. For the other ten items, the "strongly disagree" responses were 5% or less.

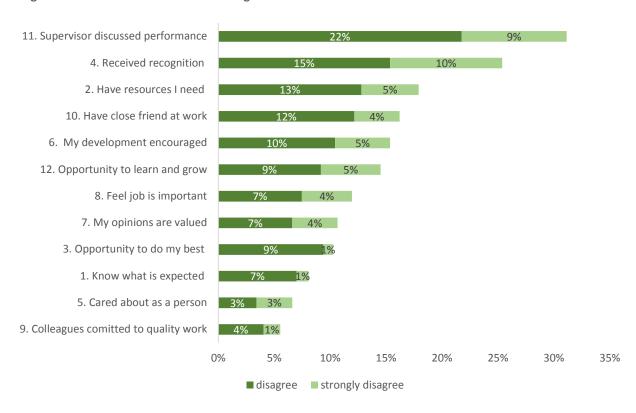


Figure 4.1.1.2 Overall Level of Item Disagreement in Ranked Order

4.1.2 Neutral Responses and No Item Responses

One of five respondents has indicated "neutral" to four of the twelve items in this section. A neutral response to a survey item may mean "sometimes yes and sometimes no," or it may mean the item isn't applicable to the respondent's circumstances, or it may mean something else entirely. A neutral response is particularly difficult to interpret for "Items 4 and 11" which ask about a specific behaviour taking place in a defined period of time. The percentage of neutral responses for both items is over 20%. The percentage of neutral responses ranges from 24% (Item 10) to 6% (Item 1).

In this section of the Faculty and Staff Opinion Survey, respondents provided responses to most items. Between three and eight individuals (0.6% to 1.7% of respondents) did not provide a response to each item.

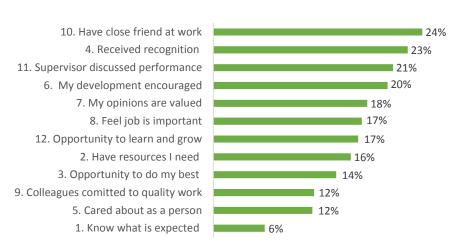


Figure 4.1.2 Neutral Responses to Employee Engagement Items in Ranked Order

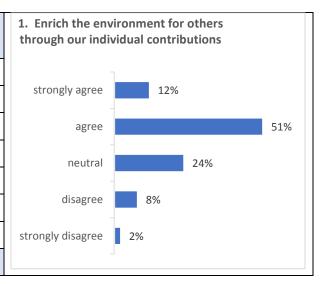
4.1.3 Additional Analyses of Employee Engagement Items

The University overall responses to the employee engagement items have been analyzed by 6 different respondent characteristics: age, gender, identification with specific groups, occupation, length of time at UNBC, and work unit. Each of the individual work groups will have its own report providing that there were an adequate number of respondents in the group.

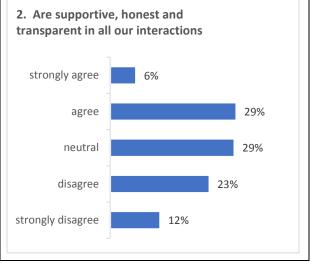
4.2 Employee Experience with Institutional Values Items

University overall responses to the six items addressing the alignment of employee experiences with institutional values are as follows:

We honour and enrich the environment for others through our individual contributions		
	No. of responses	%
Strongly agree	57	12%
Agree	238	51%
Neutral	112	24%
Disagree	38	8%
Strongly disagree	11	2%
No response to this item	13	3%
Total	469	100%



2. We honour and are supportive, honest and transparent in all our interactions		
	No. of responses	%
Strongly agree	28	6%
Agree	136	29%
Neutral	134	29%
Disagree	107	23%
Strongly disagree	54	12
No response to this item	10	2%
Total	469	100%



3. We honour and respect the contributions of all members of our diverse community		
	No. of responses	%
Strongly agree	44	9%
Agree	194	41%
Neutral	120	26%

74

27

10

469

Disagree

Strongly disagree

No response to this item

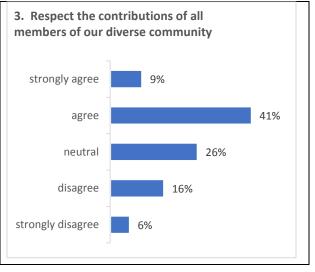
Total

16%

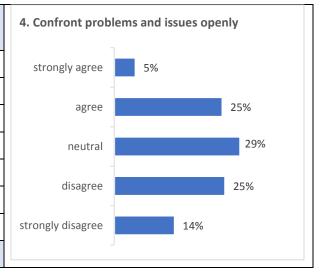
6%

2%

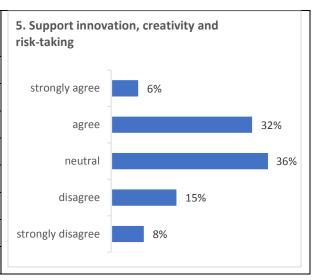
100%



4. We honour and confront problems and issues openly and constructively		
	No. of responses	%
Strongly agree	23	5%
Agree	116	25%
Neutral	135	29%
Disagree	119	25%
Strongly disagree	65	14%
No response to this item	11	2%
Total	469	100%



5. We honour and support innovation, creativity and risk-taking		
	No. of responses	%
Strongly agree	30	6%
Agree	152	32%
Neutral	169	36%
Disagree	71	15%
Strongly disagree	36	8%
No response to this item	11	2%
Total	469	100%

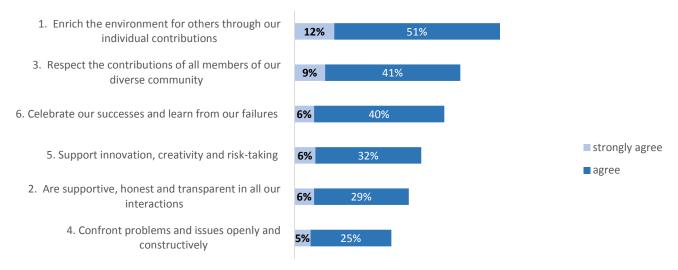


6. We honour and celebrate our successes and learn from our failures		6. Celebrate our s	successes a	nd learn	1		
	No. of responses	%	-				
Strongly agree	28	6%	strongly agree	6%			
Agree	187	40%	agree				40%
Neutral	141	30%	neutral			30%	
Disagree	81	17%	-				
Strongly disagree	23	5%	disagree		17%		
No response to this item	9	2%	strongly disagree	5%			
Total	469	100%	-				

4.2.1 Overall Item Agreement

There is a wide range of overall agreement (combined agree and strongly agree responses) to the six items in this section. For Item 1 (Enrich the environment for others through our individual contributions), the overall agreement is 63%, while Item 4 (Confront problems and issues openly and constructively) is 30%.

Figure 4.2.1 Overall Level of Item Agreement in Ranked Order

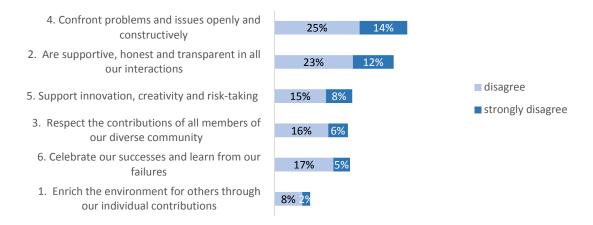


The relationship of "strongly agree" to "agree" responses varies little by item, with the agree responses consistently outnumbering the strongly agree responses by a considerable margin. The gap ranges from 20 to 39 percentage points.

4.2.2 Overall Item Disagreement

There is also a wide range of overall disagreement (combined disagree and strongly disagree responses) to the six items in this section; the level ranges from 10% to 39% with an average of 25%. This is generally higher than the overall disagreement to items in the employee engagement section where disagreement ranged from 5% to 31% (average is 14%). For no item does the level of "strongly disagree" responses exceed that of "disagree" with the difference ranging from six to eleven percentage points.

Figure 4.2.2 Overall Level of Item Disagreement in Ranked Order

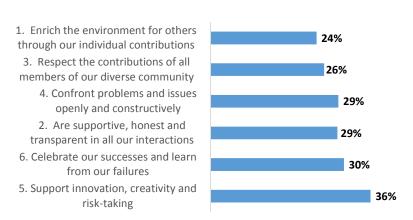


4.2.3 Neutral and No Item Responses

Between one quarter and one third of respondents gave a neutral response to the institutional value items. This is higher than the percentage of neutral responses (6% - 24%, average 29%) to the items in the employee engagement section of the FSOS (average of17%).

While most FSOS respondents provided responses to most items, between 2% to 3% of respondents (9 to 13 individuals) did not provide a response to each item in this section.

Figure 4.2.3 Neutral Responses to Values Experiences in Ranked Order



4.2.4 Additional Analyses of Employee Experience Items

The University overall responses to the employee experience with university values items have been analyzed by 6 different respondent characteristics: age, gender, identification with specific groups, occupation, length of time at UNBC, and work unit. Each of the individual work groups will have its own report providing that there were an adequate number of respondents in the group.

APPENDICES

APPENDIX 5.1: Text of Survey Instrument

The University of Northern British Columbia Employee Engagement Survey 2016

University of Northern British Columbia Consent for Participating in the Employee Opinion Survey Using Fluid Surveys: I hereby consent to the University of Northern British Columbia using my personal opinions pertaining to my participation in the Employee Opinion Survey. I understand that my opinions are anonymized through the hyperlink I am provided in my invitation email. I understand that I only have one hyperlink available to the Employee Opinion Survey and it is my choice how the hyperlink is used or whether it is used. Human Resources only receives the summary of the results and will not know which individual survey submitted is connected to me. The University of Northern British Columbia collects personal information under section 26(e) of the Freedom of Information and Protection of Privacy Act for the purposes of collecting feedback to evaluate and improve institutional operations and communication. I will be responsible for accurately and completely recording my opinions. I understand that I can only make changes to my responses while my survey is open. Once I have submitted my responses at the end of the survey, making changes to my opinions will not be possible. By selecting yes I am stating I understand the collection notice, and consent to completing the Employee Opinion Survey

Response Options: Yes, No

UNBC wants to know what you think of your work environment at the university. Please click on the response that most closely matches your experience. If you are interrupted while completing the survey, you may click "Submit" and then log in again later to respond to the remaining questions. Please be assured that all your responses will be confidential, and data will be reported only at an aggregate level.

The response options for all twelve items in this section are the same: strongly disagree, disagree, neutral, agree, and strongly agree.

- 1. In my department/program I know what is expected of me
- 2. In my department/program I have the resources I need to do my work effectively
- 3. In my department/program I have the opportunity to do my best everyday
- 4. In my department/program in the last week, I have received recognition or appreciation for good work
- 5. I have a supervisor or colleague who seems to care about me as a person
- 6. There is someone at work who encourages my development
- 7. In my department/program, my opinions are valued
- 8. The vision or purpose of my department/program makes me feel my job is important
- 9. In my department/program, my colleagues are committed to doing quality work
- 10. I have a close friend at work
- 11. In the last six months, my supervisor has talked to me about my progress/performance
- 12. This past year I have had opportunities to learn and grow

The response options for all six items in this next section are the same: strongly disagree, disagree, neutral, agree, and strongly agree.

In our workplaces, relationships and communications we are committed to positive and productive work and learning environments. Please click on the response that best describes your experiences at UNBC. "En Cha Hunà" We honour and

- 1. enrich the environment for others through our individual contributions
- 2. are supportive, honest and transparent in all our interactions
- 3. respect the contributions of all members of our diverse community
- 4. confront problems and issues openly and constructively
- 5. support innovation, creativity and risk-taking
- 6. celebrate our successes and learn from our failures

To help UNBC to better understand employee responses, and be able to provide direct feedback to program and department leaders, please provide the following information. All gender, age and demographic information will only be reported at the aggregate level.

Please click on the arrow to select the area at UNBC your work unit is part of. Then click on the arrow that appears below it to see a list of specific units within that category. Please select the one in which you work.

0	Administrative Departments: Ancillary Services (Marketing, Business Development)
0	Administrative Departments: Athletics & Recreation
0	Administrative Departments: Centre for Teaching, Learning & Technology
0	Administrative Departments: Conference & Events Services
0	Administrative Departments: Continuing Studies & Online Learning
0	Administrative Departments: Senior Leaders (Deans and Directors)
0	Administrative Departments: Geoffrey R. Weller Library
0	Administrative Departments: Human Resources
0	Administrative Departments: Information Technology and Systems
0	Administrative Departments: International Education
0	Administrative Departments: Northern Sport Centre
0	Administrative Departments: Office of Advancement and Communications
0	Administrative Departments: Offices of the Executive
0	Administrative Departments: Office of Graduate Programs
0	Administrative Departments: Office of Research and Research Institutes
0	Administrative Departments: Office of the Registrar
0	${\bf Administrative\ Departments:\ Finance,\ Purchasing\ and\ Contracts\ \&\ Distribution\ Services}$
0	Administrative Departments: Retail Services (Bookstore)
0	Administrative Departments: Safety, Security and Risk
\circ	Administrative Departments: Student Affairs

0	Administrative Departments: Wellness Centre, Health Services and Access Resource Center
0	Administrative Departments: First Nations Center
0	Administrative Departments: Facilities
0	College of Arts, Social and Health Sciences (CASHS): Anthropology Department, First Nations Studies
0	College of Arts, Social and Health Sciences (CASHS): School of Health Sciences, Northern Medical Program, Psychology
0	College of Arts, Social and Health Sciences (CASHS): School of Education
0	College of Arts, Social and Health Sciences (CASHS): School of Economics, English and History
0	College of Arts, Social and Health Sciences (CASHS): School of Nursing
0	College of Arts, Social and Health Sciences (CASHS): Political Science and International Studies
0	College of Arts, Social and Health Sciences (CASHS): School of Social Work
0	College of Arts, Social and Health Sciences (CASHS): South Central Campus (Quesnel)
0	College of Arts, Social and Health Sciences (CASHS): North/Northwest Campus (Terrace, Prince Rupert, Fort St John)
0	College of Science and Management (CSAM): Chemistry, Environmental Engineering, Environmental Science
0	College of Science and Management (CSAM): Computer Science, Mathematics, Physics, Integrated Wood Engineering
0	College of Science and Management (CSAM): Ecosystem, Science & Management Program, Outdoor Recreation Tourism Management
0	College of Science and Management (CSAM): Geography, Environmental Planning, Environmental Arts
0	College of Science and Management (CSAM): School of Business
Ple	ase select the category that best describes what you do at UNBC.
0	Faculty
0	Librarian, Research Personnel, Senior Lab Instructor
0	Program and Administrative Support
0	Operational Services/Support
0	Technical, Information Specialist
0	Management
0	Senior Leadership
Gei	nder
0	Female
0	Male
0	Other

Age	
0	29 and under
0	30 -49
0	50 and over
Den	nographics
0	An Aboriginal Person
0	A Person with a disability
0	A Person from a visible minority group
0	A member of the lesbian, gay, bisexual, transgender, two spirit and queer
0	N/A
Len	gth of Employment at UNBC
0	up to 5 years
0	6 - 15
0	16 and more

Thank you for responding to this survey. Your responses will help to improve our working environment. Survey results will be available in the summer.

APPENDIX 5.2: Survey Invitations and Reminder Messages

1. President's Letter sent April 22, 2016

We are embarking on a new tradition at the University of Northern British Columbia with the assistance of Human Resources by launching our first annual Employee Opinion Survey for staff and faculty.

The survey will help us understand our environment by hearing directly from you. It will also assist in evaluating campus-wide and unit-level engagement with the purpose, goals and priorities of the institution. The results of the survey will be used to:

- Make recommendations to unit leaders to improve your work experience
- Assess employee engagement levels
- Identify areas for improvement
- Informed people planning priorities in your department/program

The survey will take you less than 12 minutes to complete. You will receive an e-mail from the external consultant employeeopinionsurvey@unbc.ca on April 22, 2016. The survey will remain open until midnight day May 6, 2016.

Your thoughtful and constructive participation is encouraged as we are relying on your feedback to help inform leaders across campus whom are relying on the survey data to appreciate successes as well as to plan to enact positive change in their areas.

Please see attached Frequently Asked Questions (FAQ). If you have any questions please send them to hr@unbc.ca

Daniel J. Weeks
President and Vice-Chancellor

2. Survey Invitation sent April 25, 2016

From: Employeeopinionsurvey@unbc.ca

Sent: April 25, 2016

To:

Subject: Important! UNBC Employee Opinion Survey

Dear

The first annual UNBC Employee Opinion Survey is ready for your responses; please visit

<u>http://unbc.fluidsurveys.com/s/unbcemployeesurvey/?code</u> to take the survey. It should take you less than 12 minutes to complete.

This link is uniquely tied to this survey. Please do not forward this message. If you have any questions about the survey, please refer to Frequently Asked Questions (FAQ) sent by the President on Friday, April 22, or send your questions to hr@unbc.ca.

Thank you for helping UNBC to understand its internal environment.

To stop receiving messages from Us<http://UNBC.fluidsurveys.com/, click here http://unbc.fluidsurveys.com/s/unbcemployeesurvey/?code=&invact=unsubscribe

3. First Survey Reminder sent April 29, 2016

From: Employee Opinion Survey <employeeopinionsurvey@unbc.ca>

Sent: April 29, 2016

To:

Subject: NAME, this is a reminder to participate in our survey.

Dear

We haven't heard from you, and your opinion is important to us.

Please take the 10 - 12 minutes needed to complete UNBC's first Employee Opinion Survey here">http://unbc.fluidsurveysurveys/?code=>">http://unbc.fluidsurveysurv

If you have any questions about the survey, please go to UNBC Employee Opinion Survey on the UNBC Human Resources site http://www.unbc.ca/human-resources and click on LEARN MORE to see the survey FAQs.

This link is uniquely tied to this survey and your email address. Please do not forward this message.

Thank you

To stop receiving messages from Us<http://UNBC.fluidsurveys.com/>, click here http://unbc.fluidsurveys.com/s/unbcemployeesurvey/?code=ibe>

4. <u>Second Survey Reminder sent May 3, 2016</u>

From: Employee Opinion Survey < employeeopinionsurvey@unbc.ca>

Sent: May 3, 2016 4:27 PM

To:

Subject: Important! Please participate in the Employee Opinion Survey

Dear

Your opinions are important to UNBC!

If you have any questions about the survey, please go to UNBC Employee Opinion Survey on the UNBC Human Resources site http://www.unbc.ca/human-resources and click on LEARN MORE to see the survey FAQs.

UNBC's first Employee Opinion Survey here

 takes just 10 - 12 minutes to complete. It will close Friday at midnight.

This link is uniquely tied to this survey and your email address. Please do not forward this message.

Thank you

To stop receiving messages from Us<http://UNBC.fluidsurveys.com/, click here

5. Third Survey Reminder sent May 6, 2016

From: Employee Opinion Survey <employeeopinionsurvey@unbc.ca>

Sent: May 6, 2016

To:

Subject: ALERT! The Employee Opinion Survey closes Monday

Dear

Your opinions are important to UNBC! Please take just 10 - 12 minutes to complete UNBC's first Employee Opinion Survey here.

http://unbc.fluidsurveys.com/s/unbcemployeesurvey/?code=&collector=154528> The survey will close Monday at noon.

If you have any questions about the survey, please go to UNBC Employee Opinion Survey on the UNBC Human Resources site http://www.unbc.ca/human-resources and click on LEARN MORE to see the survey FAQs.

This link is uniquely tied to this survey and your email address. Please do not forward this message.

Thank you

To stop receiving messages from Us<http://UNBC.fluidsurveys.com/, click here http://unbc.fluidsurveys.com/s/unbcemployeesurvey/?code=&collector=154528&invact=unsubscribe