Manager

Attention for a satisfying work environment
To make sure that you and your unit (department, institute or cluster) assure quality, and identify opportunities and obstacles, it is important that your staff participate in the Personnel Monitor, which starts on 3 April and can be completed up to and including 20 April 2018.

What will this research tell us?
You will gain insight into what is going on within your unit; what are its strengths and are there any weaknesses that could be improved? By means of this survey, not only can your staff provide feedback, they can also propose solutions through open questions. In this way, good ideas from people within the organisation can be used more efficiently. The points for improvements and suggestions provide an input to address these.

Inform and stimulate
The first step is to make sure there is a good response rate. It is therefore important that you inform your staff as well as possible about the Personnel Monitor and that you stimulate them to fill out the survey. For employees, it is their chance to influence their own working conditions. Answering the questions takes approximately 15 minutes.

Results and follow-up actions
We expect the first results of the survey to be in by mid-May 2018. These results will be discussed during the strategic conference on 14 and 15 June 2018. What happens when you receive the final report with results from your unit after these dates? The research can only be successful if you and your colleagues succeed in translating the information from the report into concrete solutions. First of all, it is important that the analysis is tested within your unit, after which you can collectively formulate points for improvement. Your HR adviser can assist and support you in this. Furthermore, the following questions may be helpful:

- How should I read the results?
- What points are relevant for my unit?
- How can my unit maintain these points and/or improve them?
- What measures are we going to take?
- Which actions are not in my/our control and need to be raised at a higher level?
- How do I monitor and follow the agreed actions?

Anonymity
The anonymity of respondents is 100% guaranteed. Results are reported per unit and never per individual. A unit consists of a minimum of 20 persons, at least ten of whom must have completed the survey. This guarantees that the answers cannot be traced to an individual.
The survey contains two open questions. Answers to the open questions will appear literally in the report at faculty or expertise centre level.

**Planning**
The survey starts on 3 April. All university staff members will receive an email with a link to the online questionnaire. A small group of staff members will receive the link by post. PhD candidates will receive additional questions about their PhD track. External and self-funded PhD candidates will only receive questions about their PhD track. The survey can be completed up to and including 20 April 2018. Halfway through the period, Effectory research agency will send a reminder.

**Information**
For questions about the content of the staff survey, please contact your HR department. For technical questions, please contact the Effectory helpdesk.