

## **Annual Education Employee Well-being (EEW) Program Survey Recommendations and Guidance**

### **Why Survey Staff**

An Annual EEW Program Survey plays an important role in understanding employee participation and engagement in your EEW program, their satisfaction with your program, how they benefited from the program, and how to improve your EEW program. This information can then be used to modify and strengthen your program to increase participation, address workplace environment and culture barriers to health and well-being and improve positive results to benefit all employees.

Meaningful evaluation of a program can touch on the following employee and worksite wellness areas:

- Employee participation
- Satisfaction with the EEW program
- Improvement in knowledge, attitudes and skills
- Changes in behaviors, habits and health risks
- Changes that have created a more supportive and healthier work environment
- Improvements in sick leave use and workers' comp claims and costs

### **How the Annual EEW Program Survey was developed**

OEA Choice Trust worked in partnership with Gladstone School District's employee wellness team to create a sound survey that is anchored in proven worksite wellness theory of change and evaluation practices. The OEA Choice Trust's Annual EEW Program Survey has been adapted from the following sources: Gallup-Healthway Well-being Index, nationally recognized Everett School District Employee Wellness Program Survey, Nan Henderson's Resiliency Quiz and Chapman Institute's Annual Worksite Wellness Program Evaluation Survey.

Recently, the OEA Choice Trust team worked with Education Northwest evaluation team to strengthen the Annual EEW Program Survey based on past grantees experience, feedback and evaluation needs. The survey is designed to support grantees in their program evaluation efforts to plan, implement and determine the effectiveness of their local EEW programs. By annually collecting survey data, grantees will capture information over the 5-year grant period that, among other areas identified above, can be used to communicate to leadership the value of the EEW program and the importance of sustaining it beyond the grant.

The Annual EEW Program Survey has 5 sections that touch on key EEW program areas and align with the worksite wellness theory of change:

- Awareness and Connections

- Employee Well-being Program Participation Feedback
- Individual Health and Well-being
- Workplace Culture and Climate
- Program Feedback and Satisfaction

## **How to Use the Annual EEW Program Survey**

### **1. Make it your own!**

Begin by understanding what information is important to collect for the various stakeholders in your organization. For example, what does leadership need to know to continue supporting and sustaining the EEW program, what does your wellness committee need to know to plan and implement a successful EEW program that engages staff, and what information do you need to show that the health and well-being of staff is improving because of the EEW program.

If you have a survey that you use to determine your staff interests and needs, consider expanding your survey by adding survey questions and/or sections to strengthen your evaluation efforts. Gathering additional information that captures both staff members' participation experience and program results can strengthen your planning and sustainability efforts.

If you do not currently survey staff, consider using or customizing the Annual EEW Program Survey so that it's right for your organization and gathers the information your team needs to plan, implement and sustain your program.

If you plan to use all or a portion of the survey, be sure to review and modify it to align with your EEW program. Don't forget to make it your own by inserting the name and logo of your employee well-being program.

### **2. How often do we administer the survey?**

Administer your survey one time a year and at the same time of year if possible. The time of year truly depends on your planning and grant reporting needs. It's also important to consider what else is happening at organization that might influence your staff's willingness to complete the survey and/or how they respond to the survey. To avoid survey fatigue, the Trust team recommends surveying employees one time per year.

### **3. How do we get staff to complete our survey?**

The following lists strategies to help increase the percentage of staff members completing your survey (response rate):

- A. Consider using Survey Monkey or Google Docs.  
[Survey Monkey](#) is a web-based tool to create, modify and send on-line surveys. This platform provides the capabilities to take the current word version into an on-line survey that can be sent out electronically. This makes it easier and quicker to complete. There is also an option to print the survey, so participants can fill out a hard copy. Consider using your OEA Choice Trust Employee grant funds to purchase Survey Monkey to administer your Annual EEW Program Survey. It's easy and affordable! If your district or organization uses Google Docs, partner with your IT team to learn about what steps are needed to create a survey that can be administered across your district and what support is needed to access, analyze and review survey results.
- B. Communicate the purpose of your survey. Staff will be more likely to complete your survey if they understand its value and how information will be used to plan a meaningful EEW program. Be sure to create a useful survey invitation by explaining the purpose, how long will it take to complete and what's in it for staff. Another powerful approach is when district and building leadership communicate the purpose of the survey and invite staff to take time to complete the survey.
- C. Follow-up reminders. Don't be afraid to be a 'friendly mosquito'. The more follow-up reminders, the higher the response rate. The higher the response rate the stronger your results. Aim for 50% of your staff completing the EEW program survey. If the response rate is less than 30% use caution when interpreting and using the results to plan your EEW program.
- D. Provide incentives. Giving incentives for completing the survey increases the likelihood that staff will complete your survey. Encourage a friendly competition between buildings and award a healthy incentive for the building with the largest percentage of staff completing the survey.
- E. Other effective strategies.
- ⇒ Work with leadership to carve out time during staff meetings or all staff in-service days to complete the survey.
  - ⇒ Design a survey that takes no longer than 10 minutes to complete.
  - ⇒ Protect confidentiality and assure anonymity when staff complete the survey. This not only increases response rates, it builds trust and credibility. Tips: for any given building or department require a minimum of 5 responses to report results, use and share aggregate results only, and speak to the importance of confidentiality and anonymity as part of the survey

instructions.

- ⇒ Past grantees have recommended using paper versions of their survey to increase the number of transportation, facilities, and nutrition services staff completing the survey. Your colleagues from these departments have limited access to computers and appreciate the opportunity to offer their feedback by using a paper survey.
  
- ❖ For any questions about the Annual EEW Program Survey and its use, please contact Inge Aldersebaes at [inge@oeachoice.com](mailto:inge@oeachoice.com)