

2020 ANR@Work Survey – Frequently Asked Questions

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What is the ANR @ Work survey?

The purpose of the ANR @ Work Survey is to understand how you feel about working at UC Agriculture and Natural Resources and about a variety of specific topics concerning your work setting. It measures department and leadership performance from the employee's perspective and provides valuable data for improving the work environment.

The survey will be conducted annually beginning in 2020.

How is the survey being conducted?

The ANR @ Work survey is completely web-based. All surveys must be completed online. There will be no distribution of paper surveys.

A Spanish version of the survey is available for those who prefer to take it in Spanish. You should take either the English or Spanish version, and you must complete the survey in the language that you choose at the beginning of the survey.

Who developed the ANR@Work Survey?

UC ANR is using a survey tool developed by the Tritonlytics group at UC San Diego. UC San Diego has been using a version of the Staff@Work survey since 1994 to collect anonymous feedback from

employees about perceptions of their workplace. The survey has been statistically validated to measure 6 key dimensions concerning: Satisfaction with the University, Department Mission and Goals, Department Diversity and Climate, Department Effectiveness, Supervisor Effectiveness, and Employee Effectiveness.

How will information be used?

The purpose of the survey is to see what we do well and what needs extra attention. 2020 results will establish a baseline at UC ANR for comparison in future years. The intent is that results will be broadly communicated across UC ANR and used as the basis for future planning and prioritization.

What will employees find out about the survey results?

Survey results - both what seems to be working well and what appears to need improvement - will be shared with the ANR community via Town Hall meetings and posted on an UC ANR website in Spring 2020.

Does everyone have to complete a survey?

The ANR @ Work survey is important, and there is a strong expectation that all academics and staff will participate. All employees are invited to take the survey regardless of their interest or disinterest in participating (unless hired immediately before the survey is distributed). Your feelings about your work environment can be central to the performance of the department, and higher rates of participation help to ensure that we are collecting the most valid data.

What does DEPARTMENT mean in the survey questions?

DEPARTMENT may be defined differently for each reporting unit. Clicking on the word DEPARTMENT in the survey questions will bring up information on how the terms are defined for your unit.

What if I have recently changed departments?

Employee lists for most departments were established as of January 15, 2020. If you changed departments ON or BEFORE this date, you should respond to the survey items for your NEW department. If you changed departments AFTER that date, you should respond for your OLD department.

What does SUPERVISOR mean in the survey questions?

SUPERVISOR refers to the person to whom you report. For certain campus-based Academics, this refers to the campus administration. Clicking on the word SUPERVISOR in the survey questions will bring up information on how the term is defined for you.

How is my anonymity being maintained?

Responses will be summarized into one report for each department. Individuals will not be identified and only aggregated data will be reported.

Further, to do our best to ensure that survey responses are anonymous, we have done the following:

- Pre-established "blind lists" of email addresses, grouped by reporting area that are never directly visible by administrators.
- Randomized the distribution of ResponseIDs, eliminating the possibility that a specific user's response could be identified based upon survey or alphabetical order.
- Ensured that no respondent IP addresses, email addresses, or other identity-related information is logged or stored (i.e., no cookies.)
- Ensured that outside of the emailed invitation itself, no record exists correlating a specific user with a specific response.
- Ensured that a secure SSL certificate is utilized for all online survey activity, preventing others from "listening in" on the survey responses.
- Ensured that only invitation recipients can take the survey. By utilizing a uniquely generated passphrase per ResponseID, the emailed link to each respondent cannot be modified in an attempt to respond for others.

If you have any further questions regarding anonymity, please contact satsurvey@ucanr.edu.

What if I can't finish it all at once?

If you cannot finish the survey all at once, you can return to it at a later time. Click the FINISH LATER button. Your responses will be saved from where you left off. Be sure to keep your original email to re-enter your survey. If you delete this email, you cannot be sent another one.

Once you hit SUBMIT SURVEY, your survey has been submitted and you cannot return to make any changes.

When is the deadline?

The last day to participate in the online survey will be FRIDAY, APRIL 3, 2020 (11:59 PM).

What is the gift I heard about?

To thank you for your time and to encourage participation, everyone who completes the survey will have the option to participate in a raffle for \$75 gift card. 40 gift cards will be awarded through a random drawing.

At the end of the survey you will have the option to participate in the drawing by entering your work email. Random drawings will be pulled weekly. Sharing your email address will not compromise the anonymity of your survey responses.

Schedule for this year's survey

Survey opens on March 17, 2020. Reminder emails will be sent out on March 24, and April 1. You may opt out of receiving these reminders on the last page of the survey.

The last day to participate in the survey is Friday, April 3, 2020.

Survey Help

For help, contact satsurvey@ucanr.edu