**Access and Use Your Unit’s ANR @ Work Survey Results**

*A guide from the DEI Alliance’s Evaluation Committee*

The ANR @ Work Survey was conducted for the first time in March-April 2020 and will be conducted annually for 5 years. The main objectives of the survey are to:

* Ascertain ANR personnel satisfaction and find out more about our work environment.
* Encourage ANR personnel to make changes that address personnel satisfaction and work environment as identified by the survey reports.
* Track change over the next 5 years in ANR personnel satisfaction and work environment.

To meet the objectives, the DEI Alliance’s Evaluation Committee developed this handout to help your unit access your survey results and to encourage you to take action.

Why should your unit participate?

Now that we have the data from the ANR @ Work Survey, let’s use it! Reviewing your unit's report provides an opportunity to understand what is going well, identify areas for improvement, and then address work environment concerns by creating a clear action plan. The ultimate goal is to make your unit a better place to work for everyone.

**Part 1: Accessing your unit’s report**

* If your director has already shared the report with you, skip to Part 2 below.
* If you haven’t seen your unit report, please request it by emailing the survey support team (satsurvey@ucanr.edu).

You can also view all results, including by unit, on [UC ANR's online survey dashboard](https://ucanr.edu/sites/anrstaff/Diversity/ANR%40Work_Survey_741/), created by UC San Diego. Note: to maintain anonymity, results will be displayed for groups of no less than five individuals and no individual reports will be provided.

**Part 2: Using your unit’s report**

Unit reports serve as an evaluation tool to identify things that are working, and areas where positive changes are needed. Following are some tips for discussing your unit's report as a group. Please see the appendix below for a discussion worksheet that can guide and document your conversation.

* Set the stage for a productive conversation. You might find it helpful to create ground rules for the discussion so that everyone feels welcome to share their thoughts. Example community agreements can include statements like:
	+ Strive for intellectual humility.
	+ Recognize the difference between opinion and informed knowledge.
	+ Notice your own defensive reactions and attempt to use these reactions as entry points for gaining deeper self-knowledge.
	+ Recognize how your own social positionality (such as your race, class, gender, sexuality, ability-status) informs your perspectives and reactions.

*Examples from* [*Sensoy and DiAngelo, 2011*](https://www.goodreads.com/book/show/12911267-is-everyone-really-equal)*.*

* Discuss what you first thought when you read your report. How did you feel? Did anything surprise you?
* Identify satisfaction or work environment topics that your unit scored well on. Come up with a list of things that contribute to that good score. How can you ensure those things keep happening? Celebrate those topics!
* Identify satisfaction or work environment topics that were scored low. Brainstorm what might be contributing to that score. As a unit, discuss:
	+ What can you change? What could be changed in a few weeks? How about in a few months?
	+ What can’t you change? What will it take to change those things? Who can you ask for guidance to make such changes? What resources would you need?
* Decide as a unit what actions you will take (if any) and set a time to check in on your progress. Keep in mind, the ANR @ Work Survey will repeat each year through 2024!

**Part 3: Follow up**

Once you meet with your unit, please share how it went through [this anonymous feedback form](https://docs.google.com/forms/d/e/1FAIpQLSclGp4SrRcvA-vHK8ekZUw6LBFV6utMn9egPmrYCbGT7iuCxQ/viewform)! We would love to hear what additional resources are needed to take action or to continue conversations about your results. We are also interested to know what barriers might prevent this kind of meeting, or barriers that limit your unit’s ability to address areas of improvement, so please provide input whether or not you are able to have your unit meet.

*A sample template for discussion is included in the appendix below.*

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### **Appendix: Discussion Guide**

*You can use this worksheet to help guide your discussion and create a plan of action.*

|  |
| --- |
| **Unit name**:  |
| **Date**:  |
| **Attendees**:  |
| **Positive Practices** |
| Where does our unit score well? | Why are we successful in that area? |
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|  |  |
|  |  |
|  |  |
| **Areas for Improvement** |
| Where does our unit have a low score? | Why are we not successful in that area? |
|  |  |
|  |  |
|  |  |
|  |  |
| **Plan of Action** |
| What three to five policies or practices can we continue or initiate to improve our work environment and address any concerns identified above? |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| What barriers might prevent or delay you from your planned actions?What obstacles prevent other actions? |
|  |
| **Timeline for Plan of Action** |
| *You can arrange your plan in terms of weeks, months, quarters - whichever time period makes the most sense for your unit. Please add more rows as needed.*  |
| *January 2021*  |  |
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| *January 2022* | *Evaluate progress over the year. Review 2021 ANR @ Work survey results using the discussion worksheet.*  |