

2025 Engagement Survey FAQ'S for Managers

Q: Can I have an employee removed from a survey?

A: Yes. You can request to have employees who have been terminated or placed on leave removed from the survey.

Q: Am I required to provide employees a private space in which to complete the survey?

A: No one else should be present with survey taker. When possible, employees should be given a private space to complete the survey.

Q: How should I reward employees for survey completions?

A: Expressing your gratitude in huddles is a terrific way to let employees know that their opinions matter. Teams that have 100% participation will receive a "snack pack."

Q: If my team did not get 100% completion, can I still reward them?

A: Yes, each clinic/department has an employee appreciation budget and managers may utilize those funds as they see most appropriate for their teams.

Q: Will I still get survey results even if my team does not achieve 100% team participation?

A: If you have five or more direct reports complete the survey, you will receive survey results for your team. You will be able to access your results dashboard in our survey tool, Qualtrics, which is accessible via Okta single sign on. If managers do not have at least five team members complete the survey, they will only see the dashboard for the entire organization.

Q: Will I be able to review comments in the Qualtrics dashboard?

A: Comments will be summarized and distributed separately from the Qualtrics dashboard.

Q: How will I know how many people on my team have completed the survey?

A: Managers will be able to see completion percentages by signing into Qualtrics. They will also receive weekly participation reports March 25, April 1, and April 3.

Q: Will I receive training or guidance on utilizing Qualtrics?

A: A job aid for how to access information on Qualtrics has been posted to KNET for your reference. If you need additional assistance, please contact the People team at people@nwkidney.org.