

## 2025 Engagement Survey FAQ'S

**Q**: What are the dates for the 2025 Employee Engagement Survey?

A: Staff will be able to complete the survey March 17 – April 4, 2025.

**Q**: Does a transfer to another team impact my participation?

**A**: Staff who are employed with Northwest Kidney Centers prior to Dec. 31, 2024, are eligible to complete the survey. However, your results will be tied to the team you were on as of Dec. 31, 2024.

Q: Which employees will receive the survey?A: All current active employees hired prior to Dec. 31, 2024, including perdiem staff.

**Q**: How long does it take to complete the survey?

**A**: The survey can be completed in 15 minutes or less.

**Q**: Are my answers confidential?

**A**: The survey is completely confidential. Any personally identifiable information will not be shared.

Q: How will leadership use feedback gathered in the survey?
A: Your feedback is valuable in our continuous improvement. Feedback from previous surveys has resulted in increased preceptor pay, pay equity adjustments and the doubling of funding for the Employee Scholarship and Tuition Assistance programs.

Q: Do the survey questions change every year?

**A**: Survey questions remain consistent each year to facilitate the analysis of year-over-year patterns. Occasionally, management may choose to include additional questions to seek input from staff on specific topics of interest.

**Q**: Who sends the survey?

A: NKC's third-party survey administrator, Qualtrics, will be sending a unique survey link to each employee. Look for an email from <a href="mailto:nwkidney@qemailserver.com">nwkidney@qemailserver.com</a>. Please do not forward or share the invite link.

Q: Can I take the survey on my phone?

A: Yes, the survey is mobile friendly.

**Q**: Do I need to take the survey at work?

**A**: Employees are encouraged to complete the survey at work. Non-exempt employees/hourly/per diem are required to be clocked in and working to complete the survey. Non-exempt/hourly/per diem employees should not use rest or meal periods to complete the survey.

**Q**: Is the survey link specific to me?

**A**: Yes. Please do not forward to others.

**Q**: Can I retake the survey?

**A**: Survey completions are final and retakes are not permitted unless it is proven that the individual taking the survey was not the recipient.

Q: What is the reward for our team having 100% participation?A: Each team that has 100% participation will receive a special snack pack.

Q: What do I do if I am not able to access the survey?

A: Please reach out to the People team at people@nwkidney.org.