EMPLOYEE SURVEY INSTRUCTIONS

The Employee Team Building and Engagement Survey aims to inform laboratory leadership about their staff's feelings towards the current working environment. When repeated regularly, this survey can also help demonstrate improvements related to proactive and/or ongoing team building activities.

CONSIDERATIONS FOR SURVEY IMPLEMENTATION

- **Why:** Providing the opportunity for staff to give anonymous feedback on the current workplace culture may help demonstrate that leadership is invested in their staff's overall work satisfaction, gauge or track the morale of the lab, and tailor team building activities to promote and improve employee engagement.

- **Who:** The survey should be distributed to all laboratory staff that represent the population you are attempting to gain insight about. The scope of this group may range from the entire workforce, to a particular department or seniority level.

- **What:** This survey can be used to assess a baseline prior to implementing team building activities, as a guide for selecting targeted team building activities and in the subsequent assessment of activity efficacy.

- **How:** It is extremely important that the survey is administered in a way that guarantees anonymity. There are many ways this can be accomplished, such as a free online service (e.g., SurveyMonkey), a neutral third-party or outside consultant, or through the organization's Human Resources department.

- **When:** This survey can be repeated each year (or other reasonable interval) to track changes in staff perspective and teamwork. Be sure to keep track of results to show areas of improvement!

Additional considerations for leadership (e.g., survey administration group):

- Commit to reviewing the survey results and sharing the findings with staff. There should be a committed level of transparency, with the anticipated timeline and mechanism for how the results will be shared communicated during survey administration.

- Agree to implement programs or workplace culture changes to improve areas that are under-performing. There are many ways this could be accomplished, such as following your quality management system requirements for improvements, ranking improvements and establishing SMART (specific, measurable, achievable, relevant and time-bound) goals. The rationale for any changes should be transparent and involve various representative stakeholders in the decision-making process.

TECHNICAL NOTES FOR SURVEY IMPLEMENTATION

- Red survey text requires input from survey users.

- Subsections of the survey can be used to focus on a single area, and questions can be removed to reduce the overall length of the survey.

- Survey language is standardized by consistently using the words "team," "teammate(s)" and "supervisor" throughout. Please carefully review each question to ensure it is capturing the appropriate information for the work unit responding, and change the terms as needed to align with the vocabulary of your institution.

- We advise providing definitions for survey respondents (e.g., define "team") or any specific acronyms used within your organization at the beginning of the survey.

- If you include the Diversity, Equity and Inclusion (DE&I) section in your survey, provide a reference to your workplace's current DE&I definition and/or policy.

- The Additional Questions section (i.e., questions 9–16) should be listed as "optional." Please make sure to consult with your Human Resources department to ensure the questions are acceptable to your organization.