

ORGANIZATIONAL SURVEYS: DESIGN AND ADMINISTRATION

Created by the SIOP United Nations Committee

WHY SHOULD I CONDUCT AN ORGANIZATIONAL SURVEY?

- Having engaged employees is associated with higher organizational performance and profitability, as well as higher employee performance, higher job satisfaction, and lower turnover intentions.¹
- You can measure employee engagement (along with other important outcome factors) in your organization through surveys.²

WHAT DO I NEED TO KNOW TO CREATE A SURVEY?

- To start, think carefully about what you are interested in measuring. Employee engagement? Turnover intentions? Climate?
- Use an established measure: for example, the Utrecht Work Engagement Scale is a commonly-used measure of employee engagement.³ (Others are available via www.siop.org/United-Nations.)
- Keep your survey as short as possible: Qualtrics notes that surveys start to lose respondents after only 12 minutes.⁴

WHAT DO I NEED TO KNOW TO ADMINISTER A SURVEY?

- Ensure survey responses will be kept confidential: you want employees to feel comfortable being honest in their responses.⁵
- Consider the best time to administer the survey: avoid holidays and busy periods. 2-4 times a year provides timely information.

Organizational surveys provide a look at the current state of an organization by identifying strengths and areas for improvement.

THE SIOP UN COMMITTEE IS AVAILABLE TO IDENTIFY AND ORGANIZE EXPERTS TO:

1. Participate as speakers and panelists on best practices in organizational surveys
2. Lead brainstorming sessions on addressing issues with survey design and administration
3. Share trusted scientific publications to educate your leaders on the benefits of conducting surveys

Visit our website for references and more information on organizational surveys, including our "Organizational Surveys: Taking Action" info sheet: www.siop.org/United-Nations



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