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| Role | Before the Survey Launches | During the Survey Launch (April 10th-24th) | When results are shared |
| Individual Contributors | Discuss questions with team, and consider your team’s engagement and your own. | Take the survey! This is a confidential opportunity to vocalize your needs as an individual and a team! | * Maintain your own engagement * Participate in and help to implement the team's engagement goals in the “State of the Team Conversation” * Support the engagement of the others and the team |
| Managers/Supervisors | Discuss questions with your team and encourage them to take the survey. Consider levels of engagement on your team and begin conversations with Engagement Champions. | * Take the survey and encourage your team to do the same. * Provide time and space for your team to take the survey * Continue to work with team and Engagement Champions on what engagement might look like after the survey | * Create an environment in which engagement can happen * Connect people to the company and set them up for success * Conduct a “State of the Team Conversation” with your team. * Participate in and help your team create an action plan for engagement * Check in with your team often on progress made from the action plan |
| Executive Team | Discuss questions with your managers and encourage them to consider the levels of engagement on their team (including themselves). | * Take the survey and encourage your teams to do the same | * Provide overall direction, vision and removal of barriers * Reinforce values and direction |
| Engagement Champions | Begin reaching out to managers and supervisors about the Q12 and employee engagement.  Work with teams and individuals on levels of engagement and encourage people to take the survey. | * Take the survey and encourage others to do the same in order to get a baseline for where Sac Sewer/ Regional San stands in terms of engagement. * Continue to reach out to managers about what happens after the survey and how you can help | * Promote and advocate for workplace engagement * Guide managers through the engagement process over time * Provide ongoing support to managers throughout the year * Provide engagement-focused consulting and coaching |