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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
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| 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
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| 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
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| 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
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