

UK@Work Survey FAQs

What types of questions are on the survey?

Most survey items are asking about an employee's experience working at UK, including questions about communication; working relationships; stress, balance and workload; inclusion and belonging, leadership, working environment and university culture.

One open-ended question asks for insights into what could make UK an even better place to work.

Optional, self-selection demographic questions: gender identity, sexual orientation, race and ethnicity, and elder care and child care responsibilities.

How are the responses to demographic questions used?

The intent of asking these questions is simply to expand our understanding of the diverse experiences and perceptions of working at UK.

The results will be used to further support inclusion and belonging efforts on campus and work to address specific areas of concern.

Your responses are confidential. No one within the university will know how you respond to any item on the survey or whether you did or did not respond.

The results of these demographic items will be aggregated and only reported for the university overall. No college, division or department receives a report or has access to this data.

A few items refer to college or unit leadership or supervisor. What does this mean?

University or UK: Refers to the University of Kentucky as a whole.

Department: Refers to your team or local group. If you work in more than one unit, consider the unit where you spend the most time.

College leadership: Refers to the dean's office in your college. If you work in more than one college, consider the college where you spend the most time.

Unit leadership: Refers to the senior leader (Vice President, Associate Provost, Executive Director or Director) in your unit. If you work in more than one unit, consider the unit where you spend the most time.

Supervisor: Refers to the person to whom you directly report and who has primary responsibility for managing your activities, regardless of their title. This is the person who approves time off requests and provides your year-end performance evaluation.

Are all employees invited to participate in the survey?

The survey is open to all regular, non-UK HealthCare employees who are at least 0.5 FTE and who were in their position as of August 8, 2023. UK HealthCare runs a separate engagement survey.

How long will it take me to complete the survey?

About 20 minutes.

How do I take the survey?

Most employees will receive an email from our external survey vendor, WTW, with a unique link to take the survey online. Your survey link is **unique to you**, so please do not forward your invitation email or share your survey link with anyone else. Some leaders have asked for a paper version of the survey for their departments.

Are my responses confidential?

Yes. Your individual survey responses are confidential. The survey vendor, WTW, is collecting, analyzing and creating the reports for the aggregated survey results. No one at the university will have access to individual responses during or after the survey.

Are my comments confidential?

Yes. Any comments you provide at the end of the survey are confidential. The vendor will review all comments and provide UK with a summary of comment themes; comments are not connected to individuals.

If I have recently transferred from another department or unit, do I answer the questions based upon my former or current department?

Please answer the questions based on your current position and current department or unit.

Do I have to take the survey?

Participation is voluntary. It gives you an opportunity to confidentially share your perspective about working at UK.

Can I take the survey later if I am out of office during the survey administration period?

All surveys must be submitted by 11:59 p.m. Eastern on Friday, September 22. This will ensure the survey vendor has time to analyze the data and provide UK with the results in a timely manner.

Do I have to complete the survey once I start it, or can I save my responses for later?

You can stop the survey at any point and save your responses. To resume your survey, click on the link in your email from WTW. All responses must be submitted by 11:59 p.m. Eastern on Friday, September 22.

What do I do if I am having issues accessing the survey?

If you experience issues with accessing or completing the survey, please email the survey vendor (WTW) at EmployeeSurveySupport@willistowerswatson.com.

For general questions about the survey, please email Leslie Vega, Senior HR Business Partner, Informatics, at leslie.vega@uky.edu.