

This guide is designed to help staff – whether you're in an employee role, a people leader role, or both – understand what's expected of you during each stage of the engagement survey process: before, during, and after the survey.

It highlights the support available along the way and provides a roadmap to stay on track without jumping too far ahead.



## Your voice matters

## The journey at a glance

Our first quarterly survey will open on **Monday, 26 May**, for two weeks.

Unlike previous surveys that happen once a year, this new approach involves **four shorter surveys spread across the year**. Over **12 months**, we'll cover the full range of engagement topics—but in more manageable slices.

This will allow us to:

Focus on specific themes each quarter	Reflect and act on feedback more quickly	Adjust our approach in real time	Make meaningful progress, together
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## Your role as an employee

**No matter your role, you play a vital part.** Change begins when you share your experience, and builds from there.

- ▶ **Participate in the survey**
- ▶ Be honest and constructive in your feedback.
- ▶ ASK questions if you're unsure.
- ▶ Be open to change and conversations that follow the results.

## Your role as a people leader

**As a people leader, you set the tone for your team's engagement.** Create a safe space for open feedback, guide your team through the process, and show accountability by championing follow-up actions.

### Before

- ▶ Help your team understand the survey's purpose.
- ▶ Reinforce commitment to listening and acting on feedback.

### During

- ▶ **Complete the survey**
- ▶ Support others to do the same. Check in, answer questions, and encourage participation informally – no pressure, just support.

### After

- ▶ Leaders receive and share results (when available).
- ▶ Create time to reflect as a team, and plan for meaningful action.

Support resources	Avoiding overload: One step at a time	Staying engaged and on track
<p>We've got tools to help you stay on track:</p> <ul style="list-style-type: none"> <li>• <b>FAQs:</b> Quick answers to common questions.</li> <li>• <b>People leader information sessions:</b> Get clarity or talk through challenges.</li> <li>• <b>Need help?</b> Reach out to Jason Carter for support.</li> </ul>	<p>You don't have to do it all at once. Each stage has its time.</p> <p>Focus on what's needed now, not what's next. We'll guide you through – and the support will come as you need it.</p> <p>There's no pressure to be perfect or ahead of the curve—we're <b>working and learning together</b></p>	<p>This is a <b>shared journey</b>—one that we're building together.</p> <p>With shorter, more frequent surveys, we have more visibility, more chances to reflect, and more opportunities to make positive changes that stick.</p> <p><b>Your voice matters.</b> Together, we can make Federation an even better place to work—one step at a time.</p>