

## Q<sup>12</sup> Survey Quick Reference

Use this quick reference guide to help navigate through the completion of the Q<sup>12</sup> Employee Engagement survey.

### About the Q<sup>12</sup> Employee Engagement Survey:

- The survey is completed online.
- It will take five to 10 minutes to complete the survey.
- Participants use a simple 5-point scale. The scale ranges from strongly agree (5) to strongly disagree (1) to rate each question statement.
- Participants answer 12 simple questions that tie directly to performance outcomes for an organization.

### Q<sup>12</sup> Employee Engagement Results:

- The results will be reported for each workgroup.
- For data to be shown on a report, at least five members of a workgroup need to complete the survey.
- Individual results will not be shared.

### The 12 Elements of Engagement:

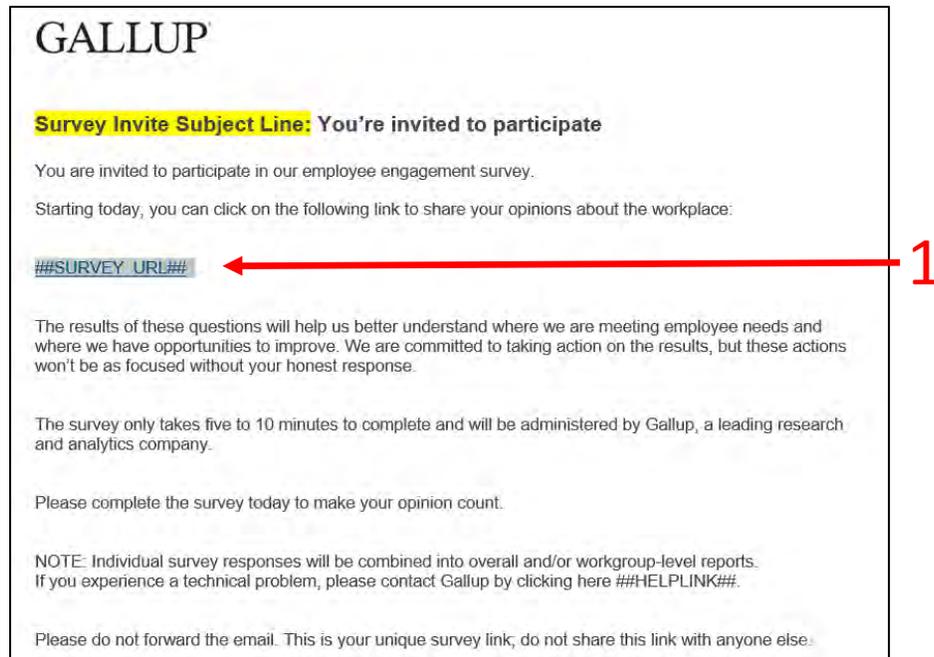
- Q01. I know what is expected of me at work.
- Q02. I have the materials and equipment I need to do my work right.
- Q03. At work, I have the opportunity to do what I do best every day.
- Q04. In the last seven days, I have received recognition or praise for doing good work.
- Q05. My supervisor, or someone at work, seems to care about me as a person.
- Q06. There is someone at work who encourages my development.
- Q07. At work, my opinions seem to count.
- Q08. The mission or purpose of my company makes me feel my job is important.
- Q09. My associates or fellow employees are committed to doing quality work.
- Q10. I have a best friend at work.
- Q11. In the last six months, someone at work has talked to me about my progress.
- Q12. This last year, I have had opportunities at work to learn and grow.

## Steps to Complete the Q<sup>12</sup> Survey:

Participants receive the **You're Invited to Participate** invitation email. The email contains a unique survey link for each participant.

Have participants complete the first step:

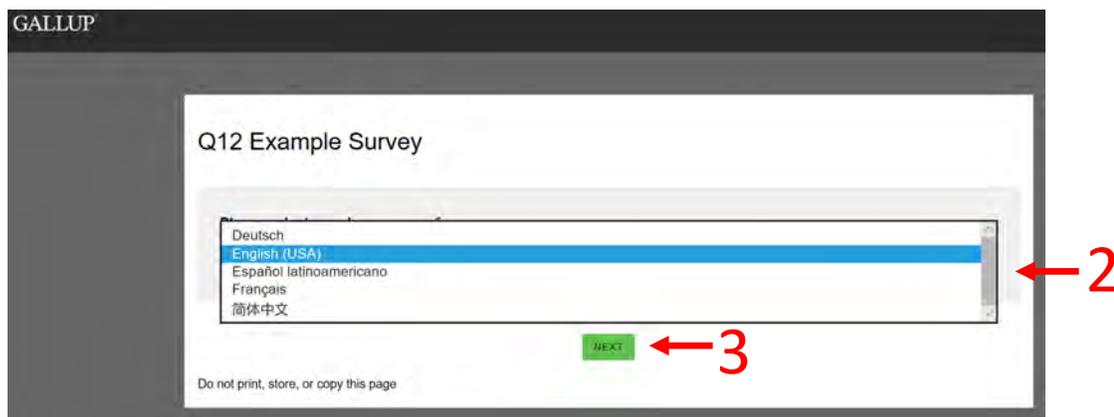
1. Click the website link to access the online survey.



The online survey will open the **Language** page.

On this page, complete the following steps:

2. Click the dropdown to select your language.
3. Click **Next** to continue.



The **Gallup Consent** page will open.

Participants will read the content and then complete the following steps:

4. Click the **Consent** button to continue
5. Click Next to go to the next screen

Q12 Example Survey

For this consent Gallup Inc. (901 F Street, NW, Washington D.C., 20004, U.S.A.) and its subsidiaries are together referred to as "Gallup". Gallup's privacy officer can be contacted at Privacy\_Administrator@Gallup.com.

Gallup is conducting this survey on behalf of Gallup Demo to gather your opinions and information related to you and your workplace ("Personal Information"). Your responses to this survey are completely optional, and there are no consequences if you choose not to respond. Gallup will process all Personal Information you provide and will use such information for statistical and research purposes. Gallup Demo will only be provided with group-level data according to Gallup's policies protecting individual respondent confidentiality. Personal Information is retained while Gallup has a contract to provide services to Gallup Demo and will be stored on Gallup's servers in the United States of America.

I understand that I am not obligated to grant consent and can withdraw my consent for any future processing of my Personal Information at any time by sending an email to Privacy\_Administrator@Gallup.com.

I am aware of my rights regarding my Personal Information (e.g. access, rectification or erasure, restriction of processing, data portability) which I have read and understood in [Gallup's Privacy Statement](#).

Having read and understood the foregoing, I voluntarily agree to and consent for Gallup to perform the processing activities described above, and I consent to my data being processed in the United States of America.

I consent ← 4

I do not grant consent

BACK NEXT ← 5

Do not print, store, or copy this page

Participants will see the **Satisfaction** question on their screen.

On this page, complete the following steps:

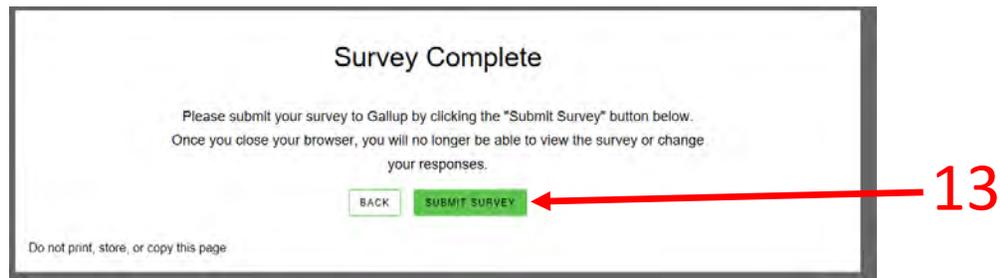
- 6. Read the Satisfaction survey question.
- 7. Select their individual response by clicking on the button.
- 8. Click **Next** to go to the next page.
- 9. **NOTE:** Participants have the ability to click **Back** throughout the survey to access a previous page and change their response.





The **Survey Complete** message will appear.

13. Click Submit Survey to submit responses to Gallup.



The **Participation** message will appear on the screen. This indicates that the survey has successfully be submitted.



### After Completing and Submitting the Survey

Encourage participants to do the following:

- Continue thinking about their own engagement.
- Participate in and help to implement the team's engagement goals.
- Support the engagement of others and the team.