

## **Employee Questionnaire Privacy Policy and FAQs**

### **EMPLOYEE QUESTIONNAIRE PRIVACY POLICY**

Your responses to this questionnaire are being gathered directly by an independent third-party firm, McBassi & Company, Inc., which is under contract and non-disclosure agreement with your organization. McBassi will use the information that you provide as one component of its analysis of your organization's work environment.

Your specific responses to the employee questionnaire will be seen only by McBassi staff, which will keep all such responses strictly confidential. Individually-identifiable responses will NOT be made available in any way to anyone in your organization. McBassi's final analysis and report will include summaries and averages of data collected from different groups of respondents.

### **EMPLOYEE QUESTIONNAIRE FAQs**

#### ***What is the purpose of this questionnaire?***

The questionnaire is designed to measure your organization's capability to develop and manage its employees in a way that improves its key outcomes.

#### ***Why was I asked to complete this questionnaire?***

Questionnaire results are most useful to your organization when they are based on the experiences and perceptions of a wide range of employees.

#### ***How much time will this take me to complete?***

The time needed to collect the questionnaire will vary. However, with a few exceptions, the questionnaire should not take more than 15 minutes to complete.

#### ***Where did these questions come from?***

These questions were compiled through extensive research on what factors are most critical to an organization's ability to effectively develop and manage its employees in order to meet its goals.

#### ***What happens after I complete the questionnaire?***

When you finish your questionnaire the answers you provided are saved in a database, along with data provided by other employees. Once all responses have been collected, McBassi will analyze the data and produce a summary report for your organization.

#### ***What will the report contain?***

The report will contain general findings and scores regarding your organization's capabilities in developing and managing its employees. No individually-identifiable employee data is included in the report or any other information provided to your organization.

#### ***Who do I contact if I want to know more about the background of the questionnaire's development and use?***

You can visit the McBassi website at [www.mcbassi.com](http://www.mcbassi.com) or contact the tool's primary developer, Dr. Laurie Bassi at [lbassi@mcbassi.com](mailto:lbassi@mcbassi.com).