



## Frequently Asked Questions

### What is 'Your whakaaro'?

Your whakaaro is an interim Rohe 1 initiative to ensure we continue to provide continuous dialogue opportunities that will contribute to workplace culture. It is a kaimahi (employee) survey which provides an opportunity for kaimahi to share their whakaaro (thoughts/feedback) to contribute to building a positive workplace together. Responses are confidential so you will not be able to be identified in the process.

### Why is this an interim initiative?

As we are awaiting clarity in future structures, we have identified what we are able to provide as a way for kaimahi to share their thoughts in the current context. Consideration of permanent kaimahi voice initiatives and identification of systems will be considered as we have that future clarity.

### What is Qualtrics?

Qualtrics is an external, online experience tool that converts feedback into insights which we will be using for this survey.

### Where is the original engagement survey tool that I am familiar with using?

For this interim Rohe 1 initiative, we needed to provide a consistent survey tool and Qualtrics is available to us and has been used for recent surveys.

### Who can participate?

Permanent and fixed-term kaimahi across Rohe 1 who started prior to 30 April 2024 at Northtec, 8 May 2024 at MIT and 6 May 2024 at Unitec.

### How do I participate?

Eligible kaimahi will receive an email invitation on Monday 10 June with the subject 'Your whakaaro: We appreciate your feedback'. The invitation will have a personal link to take you through to the survey platform to provide your feedback. Please only complete the survey from your own personal link.

### Why should I participate?

Your voice matters. It's important we hear from everyone to ensure we can identify priority needs within our control to support you in having a positive work experience. Your

whakaaro (thoughts, feedback) will provide leaders with insights to create meaningful action plans to contribute to building a positive workplace environment.

**How long will the survey take?**

It will depend on how much feedback you would like to provide, however approximately 3-5 minutes.

**What will be done with my feedback?**

SLT, the extended leadership teams, people managers and People and Culture teams will review feedback to identify priority areas to be acknowledged and actions which can be taken. Leadership teams will communicate results, and you will be given an opportunity to work with your leader(s) to take action and make positive changes to your workspaces.

**Do I have to complete the survey in one go?**

No, you can close the survey at any time and return to it before end of day 27 June 2024 via the link in your email invitation to resume completing the survey. Once you have completed the survey and submitted your responses, you will not be able to come back to it to edit responses.

**Will my responses actually be confidential?**

Absolutely! As we are members of the Research Association of NZ (RANZ) and abide by the RANZ code of conduct, all answers are treated confidential and your feedback will not be identifiable to you. If you choose to identify yourself in the survey comments, this will not be shared. No identifying information will be shared in the survey insights, reports and/or recommendations.

**Is it compulsory to participate?**

All kaimahi are encouraged to participate, however, it is not compulsory to do so. By including your whakaaro, you will help create a clearer picture of what matters to us as a Rohe. Your voice matters.

**I am a leader, but I haven't received a team report following the closing of the survey, why?**

Leaders who receive responses from 6 or more direct reports will receive team report insights from the survey. This is to ensure confidentiality for all kaimahi. If you are a leader and you haven't received a report, reach out to your leader and consider creating action plans as a wider team from the insights received.

**Who can I talk to for more information about Your whakaaro?**

Please speak with your leader, your HR Business Partner or reach out to the Organisational Development team at [Organisationaldevelopment@tepukenka.ac.nz](mailto:Organisationaldevelopment@tepukenka.ac.nz)

**Why am I asked to provide demographic information in the survey?**

Kaimahi Māori, Pacific staff and disabled staff are priority groups in Te Pūkenga Charter. This data will be segmented to analyse the experience of these priority groups in relation to the overall workplace culture of Rohe 1.

**When can I expect to hear results of the survey?**

SLT will be reviewing insights in the following weeks once the survey closes and reports are generated. Our leaders are committed to taking meaningful action in response to your feedback. You can expect to hear back from SLT in July to share the regional findings and the actions they are committing to. You will also hear from your own leader in July/August to share your team's results with you and work together on developing an action plan to make positive changes for your team.

**What commitment is there to respond to and action feedback I provide?**

Our leaders are committed to closing the feedback loop and identifying priority needs within their control to support you in having a positive work experience. SLT will prioritise taking meaningful action in response to feedback, with any identified quick, meaningful changes and some more thoughtful, long-term goals and commitments.