




3-PHASE STAFF ONBOARDING SURVEYS

Best Practice for Preloaded Data

Why Is Preloading Respondent Data Best Practice?

Pre-loading respondent data has two main benefits:


- 1) **Happy Respondents:** Preloading things you already know means that you don't have to ask them – making your surveys shorter, which can help improve completion rates.
- 2) **Reporting Insights:** Once you have collected your survey results, you will be able to apply 'filters' in your reports using the various demographic fields. This enables you to gain insights into how responses from various demographics compare, e.g. by looking at 'Overall Satisfaction' by Tenure or Job Role, or by comparing 'Satisfaction with Relationships' by Location or Direct Manager.

 **Power Tip:** A popular question for comparisons and KPIs is the eNPS (Employee Net Promoter Score®)

Commonly Used Preloaded Fields for Staff Onboarding Surveys

Employee Name	Start Date	Job Role and/or Level
Direct Manager Name	Termination Date	Type (Full-Time, Casual etc.)
Division / Department	Age Group	Function
Source of Hire	Gender	Qualifications
Location / Office	Desirable / Undesirable Exit	

Important Note: You may choose to provide anonymity in your surveys. To do so, it is common to not preload any personal identifying information such as 'Name' and 'Employee Number' etc., and let the employee decide whether to share this information within the body of the survey. You can also use the 'Locked Anonymity Number' feature of our Reporting Suite to protect against drilling down results to a granular level.

 **Power Tip:** PeoplePulse has 'Auto Date Filters' that enable you to easily find trends by comparing your results over months, quarters and years without you needing to preload this detail.

Tell me more!

PeoplePulse specialises in the design and delivery of exceptional surveys and reports. To learn more about our 3-Phase Onboarding Survey solutions and for a free demo, say hello:

by phone: +61 2 9232 0172

or visit us at: www.peoplepulse.com

**EXCEPTIONAL
SURVEY SOLUTIONS**

