**City Nursing Home**

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**City Nursing Home (CNH) Employee Survey 20xx**

**This research study is being conducted by** Dr. \_\_\_\_\_ \_\_\_\_\_\_\_ [Department & University Contact Info; University Phone #; name.name@university.edu]. Feel free to contact Dr. \_\_\_\_\_\_\_ with questions you have about the study, whether now or later. You can also ask CNH’s HR Director, \_\_\_\_\_ \_\_\_\_\_\_\_.

## **This Survey’s Purpose And Your Participation**

* **This study’s ultimate *PURPOSE*** is to learn how CNH leaders might become better managers by finding out how employees feel about working at CNH. Your fellow CNH workers and you know that better than anyone.
* ***All CNH employees may participate*** by completing and turning in a survey.
* **Participation** **is*****ANONYMOUS*** – nobody will be able to know your responses or what you wrote on the survey.
	+ You won’t be asked to sign anything;
	+ You won’t write your name on your survey; and,
	+ You’ll turn in your completed survey in a blank, sealed envelope.
* **Participation** **is*****VOLUNTARY*** – you are not required to participate. There will be no penalty or loss of benefits to which you’re otherwise entitled if you decide not to participate or decide to stop participating.
* ***BUT –* your** **participation*****IS******ENCOURAGED***. **We hope you *DO* turn in a completed survey form.** It’s an opportunity to speak your mind anonymously, and to help yourself by helping your leaders be better managers.
* All the surveys will be combined. The responses will be summarized and reported to HR Director \_\_\_\_\_ \_\_\_\_\_\_\_.

**What Will You Be Asked To Do?**

* First, you’ll indicate your job at CNH…whether you’re male or female…and which age range you belong to.
* Next, you’ll be asked to respond to twelve statements about what it’s like to work at CNH. For each statement you’ll circle a number from 1 – 5 to indicate how much you agree that it’s true. You’ll also be given space to write down any thoughts you have about those twelve statements.
* Third, you’ll be asked to respond to five more statements about how you feel about working at CNH. Again, for each statement, you’ll circle a number from 1 – 5 to indicate how strongly you agree or disagree.
* The last three questions give you space to write about (1) things that are great about working at CNH; (2) things that are NOT so great about working at CNH; and, (3) any other things you want to say about working at CNH.

**Where Will I Take The Survey, And How Long Will It Take?**

You can complete your survey form wherever you like (for example, at CNH, at home, etc.). It should take about 10 to 15 minutes to complete it, though it could take you more or less time depending on how much you write down.

**What Are The Risks And Discomforts? Will Anyone Know My Responses?**

Before now you may or may not have thought about the specific statements and questions on the survey. However, the topics they address are ordinary "workaday" subjects that most employees can relate to. Thinking about them shouldn’t make you feel uncomfortable.

This study incorporates safeguards to keep your responses and answers private and confidential. You won’t have to feel uncomfortable about your boss or anyone else finding out what your survey responses and answers were. Unless you tell someone, nobody will be able to connect you with your survey responses or answers because…

* …because you won’t sign anything;
* …because you won’t write your name on your survey; and,
* …because you’ll turn in your completed survey in a blank, sealed envelope.

**What Are My Rights As A Research Participant?**

You have rights as a research participant. All research with human participants is reviewed by a committee called the *Institutional Review Board (IRB)* which works to protect your rights and welfare. If you have questions about your rights, an unresolved question, a concern or complaint about this research, you may contact the *IRB* office at (701) 231-8995; or, toll-free at (855) 800-6717; or, via email (ndsu.irb@ndsu.edu).