
Our Voice survey: Frequently Asked Questions

What is the Our Voice survey?

Our Voice is Curtin's online staff survey tool to understand how employees feel about their role and work area, and evaluate engagement levels at Curtin. The short survey is only 25 questions, and takes around five minutes to complete. The survey is designed to support a regular and ongoing cycle of result analysis, action, measurement and reflection.

Why are we running the survey?

Our Voice offers you the opportunity to provide feedback so we can better understand your experiences. The survey data will help to identify the areas where we are doing well and the areas that we can improve. Once we have this information, we can compare our progress against 2019 and start to develop strategies and actions that will help to improve your work experience.

Why participate?

We strongly encourage participation in the survey as it:

- gives you the chance to share your perspectives on what it is like to work at Curtin
- helps us understand Curtin's climate, including satisfaction and engagement levels
- provides actionable data that informs decision making and planning to improve what we do and how we do it
- helps us create an optimal environment for a high performance work culture and achievement of our strategic goals.

How have the questions been determined?

A project team has developed the questions in partnership with the Provost, as the sponsor of the People and Culture actions within Curtin's Strategic Plan. The questions have been endorsed by Curtin's People and Culture Committee. The reduced number of questions allows for quicker survey completion. Questions focus on a number of indicators linked to staff engagement with local work areas and with Curtin.

Some of the questions align closely to previous survey questions, and will allow us to determine how we are progressing in these areas.

Will my responses be confidential?

Yes. It is extremely important that we receive your honest and accurate responses so all individual responses will be confidential. Results will be reported in aggregated format and survey participants will not be identified.

As per last year, the survey data and reporting will be managed by Curtin's Office of Strategy and Planning (OSP). OSP is experienced in the collation, handling and reporting of survey data and manages large scale survey projects on behalf of Curtin.

Further information about how data will be handled:

Staff are required to log into the survey with their staff ID to ensure eligibility and to reduce the length of the survey so that respondents are not being asked information that is already available through other systems. To enable drill down reporting, the survey data will contain the following fields: organisational unit, academic/professional/sessional status, employment level, employment status (continuing, fixed term, casual), gender, location and position fraction. These fields will be post-populated into the survey data by one nominated OSP staff member. The staff ID (and any other identifying information) will then be removed before the survey data is handled by the reporting team.

Report information will only be available for groups containing at least 10 respondents to ensure anonymity. If areas have less than 10 respondents, there will not be a report available. In other words, results will be suppressed if group sizes only have 1-9 responses.

How will we receive results of the Survey?

Survey reports will be provided to Leadership teams in week commencing 14 September 2020 and will then be cascaded to all staff.

How do I complete the survey?

You will receive an invite to participate from CurtinSurveys@curtin.edu.au containing the survey link.

The survey is available online and can be completed on most devices either at home or at work. If you require other formats or have any difficulties accessing the survey please contact orgcapability@curtin.edu.au

If you exit the survey or close the browser mid-session, your responses will be saved, so when you re-enter the survey, you can continue from where you left off.

If you do not receive an invitation, please check your spam/junk/clutter folder. If you have deleted the email accidentally, reminder emails will also be sent midway through the survey period.

Need more information or help?

For more information about the survey process, please contact orgcapability@curtin.edu.au

If you require technical support accessing the survey, please contact bi@curtin.edu.au