

LSSU Employee Survey Tracking and Reporting

Use this form to track and report your departmental/work area progress and outcomes as they related to the March 2013 Employee Survey.

Department Name:

Manager Name:

- ☐ Invite employees to participate in discussing **Strengths** and **Opportunities** for your department/work area.
- ☐ Track your discussions.
- ☐ Complete this form and return to Human Resources no later than 2/28/2014.

Indicate dates of discussion(s):

____ / ____ / ____
____ / ____ / ____

____ / ____ / ____
____ / ____ / ____

____ / ____ / ____
____ / ____ / ____

Answer the question: **"What do these results mean for us?"**

List two (2) specific **Strengths** to share/celebrate. Answer the question: **"What is working well?"**

1. _____

2. _____

List 2 specific **Opportunities** for improvement. Answer the question: **"What can we do better?"**

1. _____

2. _____

Put in writing specific action steps your department or work area will take to address the Opportunities identified above. Answer the question **"What specific things are we going to do to get the improvement desired?"**

Please complete this form and return it to Human Resources by 2/28/2014. Thank You.