

Frequently Asked Questions (FAQ) about this survey.

Is the URL in my email unique to me or can everyone use it?

Every employee has a unique web link so that your, and only your opinions will be represented. You can respond to the survey either at work or at home using this link via the Internet. If you need to take a break while doing the survey, use your unique link to return to where you were in the survey before taking the break.

Are my answers confidential? Who will see my answers?

All answers are confidential. Information used to send reminder emails to employees who have not been able to complete the survey will be destroyed within 60 days of the end of the survey period. The only two people at the Smithsonian who will be able to access your survey responses are David Karns and Lance Costello.

No results will be reported for any demographic group with fewer than 5 respondents to assure confidentiality.

How is the survey structured?

This survey is divided into three major sections.

Institution Level Questions:

The Institution level covers the Secretary, Under Secretaries, the President of Smithsonian Enterprises, and the Board of Regents. You will be asked questions about working conditions in the Smithsonian Institution, the Secretary of the Smithsonian, and the specific Under Secretary to whom your unit reports.

Some units report to a major unit such as the Office of Facilities Engineering and Operations, Office of Communications and External Affairs, or Smithsonian Enterprises. If your unit reports to a major unit, you will be asked about the director of that major unit.

Unit Level Questions:

Your unit level is the Museum, Office, Center, or Observatory. You will be asked questions about your unit's director and working conditions. Smithsonian units include: Office of the Inspector General, Office of Development, Office of Sponsored Projects, Office of Governmental Relations, Office of Public Affairs, Smithsonian Astrophysical Observatory, National Museum of Natural History, etc. Smithsonian Enterprise Units are called "Divisions." Units occasionally are called "Bureaus."

Supervisor and Immediate Work Unit Questions:

Your immediate work unit is headed by your supervisor, that is, the person who prepares your annual performance plan with you. It is the group of persons you work with daily. In some cases, your immediate work unit and your unit may be the same.

What choices will I have in answering the survey questions?

Almost all of these questions (except the statistical questions) ask you to choose one of seven responses: (1) Not Applicable; (2) Strongly Disagree; (3) Disagree; (4) Uncertain Whether to Disagree or Agree; (5) Agree; (6) Strongly Agree; or (7) Do Not Know.

If you are not sure whether a question applies to you, please mark "Not Applicable" or leave it unanswered. Information linking unique web links to questionnaires will be deleted when the survey analysis is completed.

Do I have any indication of how much more of the questionnaire is left?

Our experience is that the average Smithsonian employee takes about 15 to 20 minutes to finish the survey. The bar at the bottom of each page marks your progress through the survey. Your answers will be saved on each page when you select the "NEXT SCREEN" button at the bottom of the page. You may also return to a previously completed page by clicking the "PREVIOUS SCREEN" button at the bottom of the page. Please click "SUBMIT SURVEY" on the final page of the survey to submit your response.

Can I do the survey in more than one computer session?

You can return to a partially completed survey at a later time if your web browser is set to allow (and store) cookies. Use the same computer and click on the survey link; you will be returned to the last page you visited in the survey.

What do I do if my survey closes unexpectedly?

If your survey closes unexpectedly, first try the "refresh" icon or try the same link again. All of your previous answers will be saved. None of your answers will be lost.

Who do I contact with questions?

If you have any questions or encounter any problems, contact David Karns in the Office of Policy & Analysis at 202.633.5591 (KarnsD@si.edu) or Diana Davis in the Office of Human Resources 202.633.6303 (DavisDi@si.edu).