

Frequently Asked Questions (FAQ) about this survey

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

Every employee who has an active SI email address receives a personally unique web link so that your, and only your opinions will be represented in the response. 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 Ikuko Uetani and Lance Costello in SOAR. No results will be reported for any demographic group with fewer than 10 respondents to assure confidentiality.

How long does the survey take?

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

Do I have to finish the survey in one session?

If you have received a personally unique URL link by email, you can return to your partially completed survey at a later time. Click on your survey link in the email; you will be returned to the last page you visited in the survey. If you do not have an SI email address and received a generic survey link from your supervisor, you should finish the survey in one session.

What do I do if my survey closes unexpectedly?

If your survey closes unexpectedly, try to refresh or reload the page or try your survey link in the email again. Your previous answers will be saved.

How is the survey structured?

This survey is divided into three major sections.

Institution Level Questions cover the Secretary, Provost, Under Secretaries, Assistant Secretaries, and the Board of Regents. You will be asked questions about working conditions in the Smithsonian Institution.

Unit Level Questions ask about your Museum, Office, Center, or Observatory. You will also be asked questions about your unit's director and working conditions. Smithsonian units include: Office of the Inspector General, Smithsonian Latino Center, National Museum of Natural History, etc. Some Smithsonian Units are called "Divisions" or "Bureaus."

Supervisor and Immediate Work Unit Questions cover your immediate work environment and your supervisor, that is, the person who prepares your annual performance plan. It is the group you work with daily. In some cases, your immediate work unit and your unit may be the same.

What answer choices will I have?

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.

Who do I contact with questions?

If you have any questions or encounter any problems, contact Ikuko Uetani in Smithsonian Organization and Audience Research (uetanii@si.edu) or Angela Ameen in the Office of Human Resources (AmeenA@si.edu).