

## **Survey Lifecycle**

If your organization is participating in the Great Place to Work® Certification and Best Workplaces in Canada list programs, as part of the process, Great Place to Work Canada will conduct an employee survey.

The survey will be open for 2 weeks. Please find the milestones below:

## Week 1:

<u>Monday:</u> The survey opens and employees receive an invitation to complete the survey. <u>Thursday</u>: A reminder email is sent to all those participants who have yet to complete the survey.

## Week 2:

<u>Wednesday</u>: A 2nd reminder email is sent to all those participants who have yet to complete the survey.

Friday: The survey closes end of day.

## Week 3:

Monday: The main HR contact will receive an update of the final number of responses.

If you have any questions, please email CA bestworkplaces@greatplacetowork.com