



LEADING EDGE
Alliance for Excellence in Jewish Leadership

Leading Edge Employee Experience Survey

/// Memorandum of Understanding

Welcome to the 2018 Leading Edge Employee Survey!

Our goal is to empower you with data and tools to help you make your organization an even better place to work.

Criteria for participation:

- Organization must have at least **six employees** (can be full-time and/or part-time); results data will be made available to organizations only if at least five employees complete the survey.
- Organization is based in **North America**.
- Organization has been **a registered 501(c)3** or have a fiscal agent that is a 501(c)3 entity, and has been in existence for at least three years.

What you can expect from Leading Edge:

- **Cost** - Everything listed below is 100% free and will come at **no cost** to you and your organization.
- **Survey** - Leading Edge will provide a high-quality survey that takes employees approximately 15 minutes to complete. You will receive information about your organization's employee experience and culture.
- **Tools and templates** - Leading Edge has created a resource folder for all participating organizations to access the tools, templates, and resources they will need throughout the process.
- **Survey administration support** - Leading Edge and [Culture Amp](#), our third-party online survey vendor, will support your organization throughout this entire process.
- **Results** - Participating organizations will receive access to their results hosted on the Culture Amp website. Leading Edge will support you as you work through your data, providing technical and strategic support.



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- **Comparisons** - You will see results in aggregate from all 2018 participating organizations and will be able to compare your data to this group, as well as other comparisons selected for your organization. Returning organizations will be able to compare their data to previous year(s).
- **Follow-up** - You will have access to the training and consultation you need to understand your data. Following the survey, **you will have access to an organizational behavior expert in a one-on-one consultation** to help you think through your results and plan for next steps.
- **CONFIDENTIALITY** - Leading Edge prioritizes your employees' confidentiality and your organization's confidentiality above all else. To ensure that your staff feels safe to be as honest as possible we have created safeguards to protect the identity of all respondents. No one at your organization or at Leading Edge will ever see individual responses. **At no point during the survey will your organization or the Leading Edge team know who has taken the survey and who has not.** Leading Edge will never share the results from your organization with anyone beyond the people whose access you authorize. Culture Amp as our third-party vendor to administer the survey holds itself to the highest standards when it comes to protecting the respondents.

What Leading Edge expects from participating organizations:

- **Commitment** - Leading Edge expects that organizational leadership, including the senior leader, will be committed to ensuring the success of the survey administration, will encourage high participation and will assign at least one person to be the liaison between Leading Edge and your organization.
- **Action** - Leading Edge is invested in helping organizations become even better places to work. In exchange, Leading Edge expects organizations to take their data seriously and to use it to help identify areas of strength and opportunity in order to prioritize action steps.
- **Technical requirements testing** - Organizations will work with their IT teams/providers to help avoid bounced emails, spamming and lost links. Culture Amp will provide the IT requirements to ensure email communications inviting employees to complete the survey are not treated as junk.
- **HR Information Sheet** - Organizations will provide Leading Edge with employee information including email address, start date, and other data that may be used to aggregate results. The Human Resource Information Sheet (HRIS) – **due by March 29, 2018** – will be filled out and sent to Leading Edge in a timely manner following a training and a discussion on how to get the most out of your HR data.