Email templates

People Matter Survey 2017

The Victorian Government has vested the Victorian Public Sector Commission with functions designed to enhance the performance of the public sector – fostering the development   
of an efficient, integrated and responsive public sector which   
is highly ethical, accountable and professional in the ways it delivers services to the Victorian community.

The key functions of the Commission are to:

* strengthen the efficiency, effectiveness and capability   
  of the public sector in order to meet existing and emerging needs and deliver high quality services; and
* maintain and advocate for public sector professionalism   
  and integrity.

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Currency

This is Invitation and reminder email templates, version 1.0 published in January 2017.

Subsequent versions may be published from time to time. Always check for updates at:

[www.vpsc.vic.gov.au/people-matter-survey](http://www.vpsc.vic.gov.au/people-matter-survey)/

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1. Email templates

This section provides template text for pre-survey communications, invitations and reminders.

Microsoft Word versions of each template can be downloaded from the VPSC website.

* 1. Pre-survey communication template for head of organisation

**Template email**

Dear colleagues,

You will soon receive an invitation to participate in the 2017 People Matter Survey. This is an opportunity for you to provide honest and open feedback about your working environment.

Your feedback counts. Your responses will help shape important decisions within our organisation and the Victorian public sector. The survey should take around 20 to 30 minutes to complete.

We will not use the results to identify the views of individuals and strict rules are in place to safeguard your anonymity at every stage of the survey process.

The results from the survey will be taken seriously by our senior management team and will assist us in continuously improving our workplace.

Regards,

Name

Chief Executive Officer

* 1. Generic survey link invitation template

*Please do not remove the sections in grey as they contain essential information for participants.*

**Template email**

Subject: Invitation - People Matter Survey 2017

Dear Colleague,

You are invited to participate in the 2017 People Matter Survey, which is run by the Victorian Public Sector Commission (VPSC).

Your feedback counts. Your responses will help shape important decisions within >>Organisation name<< and the Victorian public sector.

**Please click here to start the survey**

>>please insert survey link obtained from <https://www.orima.com.au/vpsc/organisation><<

If the link does not work, please copy and paste it into your web browser.

Please complete the survey by midnight on Friday XX Month. It should take around 20 to 30 minutes to complete.

A password will be automatically generated for you at the start of the survey. If you are unable to complete the survey in one session you can pause and continue the survey at a later time by using the above survey link with your password.

If you have any questions, please contact ORIMA Research on 1800 654 585 or email peoplematter@orima.com

**Anonymity**

Individual responses are de-identified and kept confidential.

The VPSC will not use the results to identify the views of individuals and strict rules are in place to safeguard your anonymity at every stage of the survey process.

To further protect your anonymity, the VPSC will not release results for workgroups with fewer than ten survey responses.

Regards,

The Victorian Public Sector Commission (can replace with your organisation’s head)

* 1. Generic survey link reminder template

*Please do not remove the sections in grey as they contain essential information for participants.*

**Template email**

Subject: Reminder – People Matter Survey 2017

Dear Colleague,

This is a friendly reminder to let employees who haven’t yet undertaken the survey know that they have until midnight on Friday XX Month to complete it. The survey should take around 20 to 30 minutes to complete.

Your feedback counts. Your responses will help shape important decisions within >>Organisation name<< and the Victorian public sector.

**Please click here to start the survey**

>>please insert survey link obtained from <https://www.orima.com.au/vpsc/organisation><<

If the link does not work, please copy and paste it into your web browser.

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Regards,

The Victorian Public Sector Commission (can replace with your organisation’s head)

* 1. Personalised survey link invitation template

*Please do not remove the sections in grey as they contain essential information for participants.*

**Template email**

Subject: Invitation - People Matter Survey 2017

Dear >>First Name<<,

You are invited to participate in the People Matter Survey, which is run by the Victorian Public Sector Commission (VPSC).

Your feedback counts. Your responses will help shape important decisions within >>Organisation name<< and the Victorian public sector.

**Please click here to start the survey**

>>unique survey link sent by ORIMA<<

If the link does not work, please copy and paste it into your web browser.

Please complete the survey by midnight on Friday XX Month. It should take around 20 to 30 minutes to complete.

If you are unable to complete the survey in one session you can pause and continue the survey at a later time by using the above survey link again. The link will not be available once you submit your survey. Please do not share your survey link with anyone else.

If you have any questions, please contact ORIMA Research on 1800 654 585 or email peoplematter@orima.com

**Anonymity**

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Regards,

The Victorian Public Sector Commission (can replace with your organisation’s head)

* 1. Personalised survey link reminder template

*Please do not remove the sections in grey as they contain essential information for participants.*

**Template email**

Subject: Reminder – People Matter Survey 2017

Dear >>First Name<<,

This is a friendly reminder to let employees who haven’t yet undertaken the survey know that they have until midnight on Friday XX Month to complete it. The survey should take around 20 to 30 minutes to complete.

Your feedback counts. Your responses will help shape important decisions within >>Organisation name<< and the Victorian public sector**.**

**Please click here to start the survey**

>>unique survey link sent by ORIMA<<

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The Victorian Public Sector Commission (can replace with your organisation’s head)