# Talking Points

*Talking points can be used during in-person conversations, team meetings, or emails. Additional talking points can be found in the* [*Communications Samples*](https://docs.google.com/document/d/1d-tYb3IBFzvaPESTvuoFEIQ8ikh7dq4I/edit#bookmark=id.ybjnuohr88ec) *of the toolkit.*

* On Monday, October 16, you [WILL RECEIVE/RECEIVED] an email from UofMNSurvey@qualtrics-survey.com with an invitation to take the 2023 Employee Engagement Survey. The survey closes Friday, November 3.
* How we work has changed since the first survey 10 years ago but not our commitment to a positive work environment. I want to create a community where you [ARE CONNECTED TO OUR MISSION AND GOALS or ARE EMPOWERED TO DO GOOD WORK or CAN COLLABORATE EFFECTIVELY.].
* The Employee Engagement Survey is an opportunity to share how you feel about work and our community and what actions you would like to see in the future.
* If you’ve taken the survey in the past, thank you. The survey provides us insights as to where we are now so that we can work to get to where we want to be.
* Please take time during your work day to take the survey and let your voice be heard. The survey takes less than 10 minutes, and your results are confidential.
* One change of note this year involves how comments are displayed. Previously, comments were edited to remove swearing or offensive language and identifiers if an individual’s name was included in the comments. This service is not available this year, so comments will appear as written.
* If at least five people in our [WORKGROUP, TEAM, LAB, CENTER, ETC.] complete the survey we will receive data that will help us to continue to improve our [WORKGROUP, TEAM, LAB, CENTER, ETC.]
* If you don’t see the email on October 16, you can find instructions to search for the email at z.umn.edu/eesurvey.