Dear Admin Tester,

We are writing to invite you to participate in an MIT survey about staff work life, sponsored by the Office of the Provost and the Council for Family and Work. This survey asks about the work you do and the resources available to you, the climate of your department, lab, or center, and the ways in which life outside MIT integrates with your work responsibilities. Your responses will inform policies and practices both Institute-wide and at the departmental level.

MIT administered a comprehensive survey of all MIT staff in 2001. The results of that survey directly contributed to policy changes in professional support, and personal and family support. The Council on Family and Work will use the results of the 2012 study to make recommendations on MIT policies and practices that can improve the quality of life at MIT.

**Enter the survey >>**

This is a unique link assigned to you; please do not share it or forward this e-mail to anyone else.

The data you provide in this survey will be confidential. Individual identifiers will be removed from the data file prior to analysis. Results of the survey will be shared in summary form only. The data file will reside on a secure server in the MIT Office of Institutional Research. Participation in the survey is voluntary and you may answer as few or as many questions as you wish.

We know that asking you to take time from your busy schedule to complete this survey is not an insignificant request. However, the perspective of each staff member is unique, and it is important that we hear from you.

Regards,
Rafael and Israel

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser:
Subject: Feedback on MIT Quality of Life
From: MIT Council on Family and Work <mit-survey@MIT.EDU>
Date: 1/24/2012 2:35 PM

Dear ____,

Provost Reif and Executive Vice President Ruiz wrote recently to inform you of a quality of life survey being co-sponsored by the Council on Family and Work. This survey seeks your feedback on factors in the MIT work environment that affect your ability to have a fulfilling and productive professional and personal life. The survey has taken most staff between 10-25 minutes to complete.

Enter the survey >>
This is a unique link assigned to you for the survey; please do not share it with others.

The Council on Family and Work’s primary objectives are to identify and evaluate family and work related issues, and to develop recommendations for MIT’s senior administration. The results of the survey will give the Council a better understanding of the factors affecting the well-being of the faculty and staff and will help the Council to formulate its recommendations.

We hope you will answer the questions candidly and completely. Your participation in this study is voluntary, and the information you provide will be strictly confidential. We are grateful for your participation and look forward to reporting our results to the community later this year.

Sincerely yours,

Anne McCants, Professor of History and Head, History Section
Jim Bales, Instructor, Edgerton Center Assistant Director
Co-Chairs, MIT Council on Family and Work

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser

If you have any questions about the survey or difficulty accessing it, please send an e-mail to mit-survey@mit.edu or call 617-253-8167. A copy of the survey instrument is available at http://web.mit.edu/ir/surveys/staffsurvey.html
This is an automated message from the MIT Quality of Life Survey. According to the survey records, you may have started the survey, but have not yet completed it. If you wish, you may review and add to your survey response by visiting this link:

**Pick up where you left off in the survey >>**

The survey administrators hope you will have time to complete your survey response before it closes in late February. Thank you for your participation in the MIT Quality of Life Survey.

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser:

If you have any questions about the survey or difficulty accessing it, please send an e-mail to mit-survey@mit.edu or call 617-253-8167. More information about the survey is available at [http://web.mit.edu/ir/surveys/staffsurvey.html](http://web.mit.edu/ir/surveys/staffsurvey.html)
Subject: Your input matters - employee engagement survey
From: Israel Ruiz <mit-survey@MIT.EDU>
Date: 2/6/2012 6:50 AM

Dear _____,

I am writing to remind you about the employee engagement survey, and to ask you to devote approximately twenty minutes to completing the survey. We have included a special section for those working in the EVP areas, and it is very important to me to receive your input so that I can better understand our organizational strengths and areas in need of improvement.

Our area’s response rate is just under 50%, and I would love to see us achieve close to 100% participation so that the survey results can be most meaningful. Please finish the two parts of the survey, because the final section is specific to our area.

Again, your input is critically important as we work to advance our goal of one administration. I look forward to sharing the results of this effort with you, and appreciate your time in completing the survey.

Best,
Israel

Click here for FAQs about this section of the survey.

Enter the survey >>
This is a unique link assigned to you for the survey; please do not share it with others. If you have started the survey, this link will let you pick up where you left off in the survey.

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser:

If you have any questions about the survey or difficulty accessing it, please send an e-mail to mit-survey@mit.edu or call 617-253-8167. More information about the survey is available at http://web.mit.edu/ir/surveys/staffsurvey.html

______________________________

______________________________
Dear _____,

Provost Reif and Executive Vice President Ruiz wrote recently to inform you of a quality of life survey being co-sponsored by the MIT Council on Family and Work. This survey seeks your feedback on factors in the MIT work environment that affect your ability to have a fulfilling and productive professional and personal life. I encourage you to take some time to complete the survey before it closes in late February. Most Lincoln staff have needed about 20 minutes to complete their response.

**Enter the survey >>**

This is a unique link assigned to you for the survey; please do not share it with others. If you need to leave the survey before completing it, return to this link to complete your response.

We hope you will answer the questions candidly and completely. Your participation in this study is voluntary, and the information you provide will be strictly confidential. We are grateful for your participation and look forward to reporting results to the community later this year.

Sincerely,

Eric Evans

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser:

If you have any questions about the survey or difficulty accessing it, please send an e-mail to mit-survey@mit.edu or call 617-253-8167. More information about the survey is available at [http://web.mit.edu/ir/surveys/staffsurvey.html](http://web.mit.edu/ir/surveys/staffsurvey.html)
Subject: DUE: Link to MIT Staff Survey
From: MIT Quality of Life Survey <mit-survey@MIT.EDU>
Date: 2/17/2012 1:34 PM

Dear _____,

This is an automated message from the MIT Quality of Life Survey with your survey link:

Enter the survey >>

If you have already completed the survey, you will see the message "You have already taken this survey." If you started the survey, this link will allow you to pick up where you left off. The survey administrators hope you will have time to complete your survey response before it closes in late February. Thank you for your participation.

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser:

If you have any questions about the survey or difficulty accessing it, please send an e-mail to mit-survey@mit.edu or call 617-253-8167. More information about the survey is available at http://web.mit.edu/ir/surveys/staffsurvey.html

_________________________________________
Subject: Your input matters - Lincoln Staff Survey

From: Anne McCants and Jim Bales, MIT Council on Family and Work <mit-survey@MIT.EDU>

Date: 2/29/2012 11:51 AM

To:

Dear _____,

You still have a few days to respond to the MIT Lincoln Staff Survey before it closes at noon on Monday, March 5. While more than two-thirds of the Lincoln community has responded already, we suspect that none of them bring to this survey your particular perspective of what it is like to be at Lincoln Laboratory. We want to hear all voices from the Institute's staff, so please (if you can) take a bit of time to fill out the survey. The aggregate results of the survey will inform the Council's recommendations to the MIT administration.

Enter the survey >>

This is a unique link assigned to you for this survey; please do not share it with others. If you started the survey, this link will allow you to pick up where you left off. The survey takes most staff less than twenty minutes to complete.

We hope you will answer the questions candidly. Your participation in this study is voluntary, and the information you provide will be strictly confidential. We are grateful for your participation and we look forward to sharing results with you later this year.

Sincerely yours,

Anne McCants, Professor of History and Head, History Section
Jim Bales, Instructor, Edgerton Center Assistant Director
Co-Chairs, MIT Council on Family and Work

If you have any difficulty entering the survey through the link above, please copy and paste the URL below into your web browser

If you have any questions about the survey or difficulty accessing it, please contact mit-survey@mit.edu. A copy of the survey instrument is available at http://web.mit.edu/ir/surveys/staffsurvey.html