

The logo for 'alkoomi surveys' is positioned in the top right corner. It features the brand name in a white, lowercase, sans-serif font. Above the text is a red curved line that starts above the 'a' and ends above the 's', arching over the word 'surveys'.

alkoomi surveys



*Understand your People*  
*Unlock the **Potential***

# Alkoomi Surveys: An introduction

**Alkoomi Surveys are a range of products that focus on gaining a better understanding of your company and employees. The process involves an organisation wide survey (completed online or using paper forms) and where appropriate a series of confidential one-on-one interviews. All data is then presented back to each client in a clear and concise manner while ensuring each survey participant retains anonymity throughout.**

With over 15 years of experience hosting surveys across an array of different companies and industries around the world, our survey process is key to understanding the perceptions of those who work for you to unlock an organisation's full potential.

Hosted and managed by Alkoomi throughout, we ensure all published results cannot identify any individuals, as total confidentiality and anonymity are the focal points of the survey process.

Our support staff are on hand throughout to assist with enrolment, setup, and customisation of the survey, as well as providing daily updates of response figures and planning how the results will be published

Since our very first survey in 2007 we have listened to feedback and worked on tweaking and developing the survey. Results are published in a Report of Findings which gives a concise breakdown using Alkoomi's maturity model.



Find out more... [www.alkoomi.com/surveys](http://www.alkoomi.com/surveys) | +44 (0) 2380 617000

# What is the Alkoomi Culture Survey?

## Why use Alkoomi's Culture Survey?

- Each survey is custom built for each client
- It is suitable for companies of any size or structure
- It is completed online or with paper forms with total confidentiality
- Alkoomi have a catalogue of tried and tested survey statements and structure that can be adapted to specific client needs
- Open-ended questions allow survey participants to give more detailed feedback to key issues
- Constant support from Alkoomi, from start to finish
- Available in an extensive range of languages
- We provide enrolment materials and guidance to achieve consistent response rates of between 90-100%

## Experience and benefits

- An Alkoomi team member will work with a representative from your organisation to ensure everything runs smoothly from launch to delivery of results
- The online survey is hosted on the Alkoomi website. Confidential interviews can be conducted by an Alkoomi Consultant, either face-to-face or remotely
- Once complete, raw data is securely managed in-house
- Raw data is held by Alkoomi at all times. It is not shared with the client to protect the confidentiality of responders, and never shared with any third party. Alkoomi handles data in a GDPR compliant manner throughout
- Alkoomi can provide a detailed analysis report written by our experienced team of report writers and offer a full statistical breakdown as standard



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# Customisation – understanding your organisation

**Our survey process, along with the models and statistics used in our reports, are unique and exclusive to Alkoomi. To adapt this model to different organisations, we offer a wide range of customisation options when designing the survey for each of our clients.**

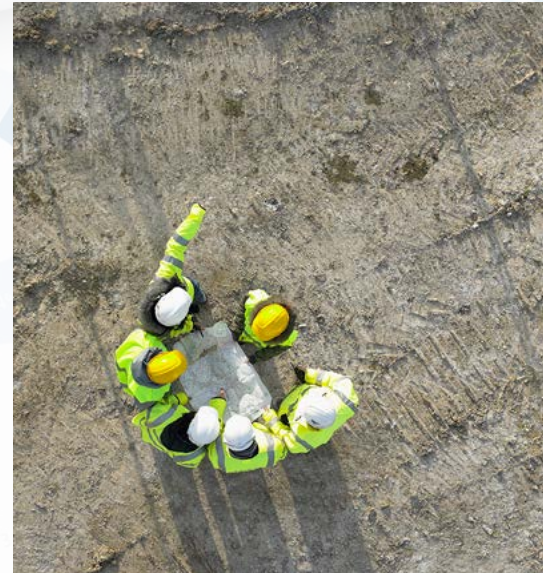
This allows us to understand the logistics of enrolment, including the distribution and collection of any paper forms in areas where completing the survey online is not applicable.

## Examples of Surveys

- Organisation Culture
- Employee Satisfaction
- Employee Performance
- Mental Health & Wellness
- Ongoing Pulse
- 360° Feedback

## Organisational structure

- Before each survey we work closely with you to ensure we fully understand the structure of the organisation and the issues you face
- Choose from departments/regions, job roles, parent companies (if subcontractors are included), plus a spread in demographics such as age, length of service, cultural background etc.
- When the results are published, comparisons can be drawn between different departments, contractors, regions and even between age groups or experience to pinpoint where action may be required



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# Customisation and Personalisation

## Open-Ended questions

- A key part of each survey is giving the participants a chance to provide honest feedback through open-ended questions
- We will design each of these questions based on the areas you wish to focus on, and provide a full list of the responses as part of the analysis

## Welcome message and logos

- Before participants begin the survey, they will be greeted with a personalised welcome message from a senior executive in your organisation
- This will explain why the survey is important for the future, reassure anonymity and let them know how the results can make a difference
- We ensure your company's logo is visible on every page of the survey.



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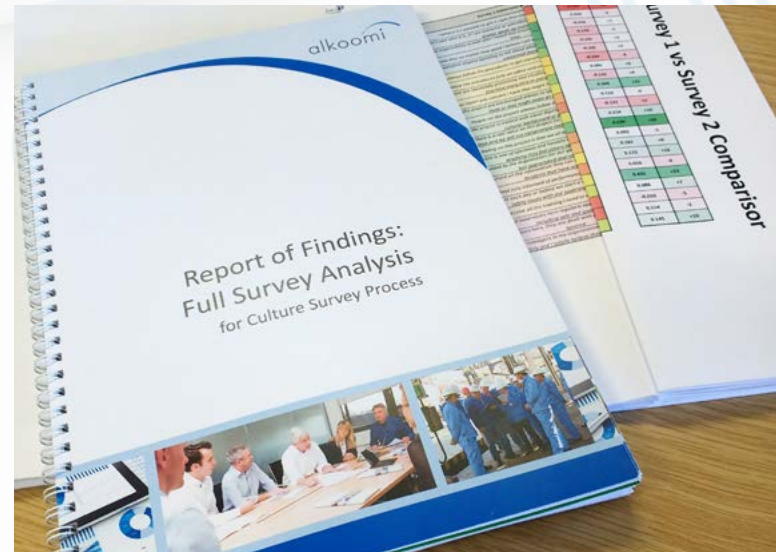
# Outputs - the Report

Alkoomi's preferred method of presenting the results of each survey is using a Report of Findings – an unbiased, detailed narrative written by an experienced report writer that explores each aspect within the survey focusing on the key themes uncovered.

Senior Management will each receive their own copy of the Report of Findings, a bound document that contains the narrative report, full statistical results and all the responses to the open-ended questions.

## Report of Findings

- Clear and concise details on how to approach the report
- A comprehensive narrative interspersed with supporting statistical findings
- Review of any open-ended questions and quotes direct from survey participants
- Evaluation of the level of maturity of the organisation culture
- Samples of reports are available on request
- The Report of Findings is presented by an Alkoomi Consultant in a half-day workshop to Senior Management once the full analysis is completed



# Outputs - Statistics & Responses

If a Report of Findings is not part of the survey scope, Alkoomi will provide each client with a number of comprehensive reports and breakdown of all data from open-ended questions within the survey

## Statistical breakdown

Our analysts create a wide range of statistical breakdowns based on your needs.

- Each statistical breakdown is printed in full colour with detailed instructions on how to interpret the data
- Highlights and Lowlights, Comparative Data, Demographics Breakdown, Statements in Ranked Order and Standard Deviation Curves are amongst the statistics sheets professionally presented for each survey

## Open-ended responses

In addition to the report, there will also be a document containing the answers from each survey participant.

- Each response is prefaced with information about who made the comment (Department, Job Role, Age Group etc), but no individuals will be at risk of being identified
- No responses are omitted and each comment is unedited (exceptions apply when reference is made to an individual person or place)

**7. Comparisons - By**

No.	Statements	Attribute	Employee (2015)	Employee (2016)	Comparison (2015)	Annual Average
1	I don't rate well in... if an employee is performing well then they will...	Attitude	0.17	0.13	0.04	0.250
2	As well as working for the public... it is important to have a good...	Behaviour	0.44	0.58	0.16	0.200
3	My role and objectives are clear and I know what I am expected to do...	Culture	0.18	0.21	0.03	0.200
4	There are enough of the right people in the organisation to do the job...	Leadership	0.07	0.16	0.09	0.200
5	We do a job against the needs of our customers and clients...	Systems	0.14	0.07	0.08	0.200
6	It is necessary to have staff who are trained and able to do their job...	Attitude	0.06	0.23	0.20	0.200
7	The policies/procedures for the organisation are well understood and good...	Culture	0.42	0.13	0.30	0.200
8	My role and objectives are clear and I know what I am expected to do...	Leadership	0.13	0.44	0.31	0.200
9	There is a clear line of communication between staff and managers...	Attitude	0.40	0.38	0.02	0.200
10	There are enough of the right people in the organisation to do the job...	Behaviour	0.07	0.06	0.01	0.200
11	There is a clear line of communication between staff and managers...	Culture	0.16	0.08	0.08	0.200
12	Staff are motivated, committed and people throughout the organisation...	Leadership	0.16	0.16	0.00	0.200
13	There is a clear line of communication between staff and managers...	Systems	0.07	0.02	0.05	0.200
14	There is a clear line of communication between staff and managers...	Attitude	0.18	0.16	0.02	0.200
15	There is a clear line of communication between staff and managers...	Culture	0.16	0.16	0.00	0.200
16	There is a clear line of communication between staff and managers...	Leadership	0.14	0.16	0.02	0.200
17	There is a clear line of communication between staff and managers...	Systems	0.14	0.16	0.02	0.200

Q1. If there was one thing you could change that would contribute to everyone going home safe every day, what would it be?

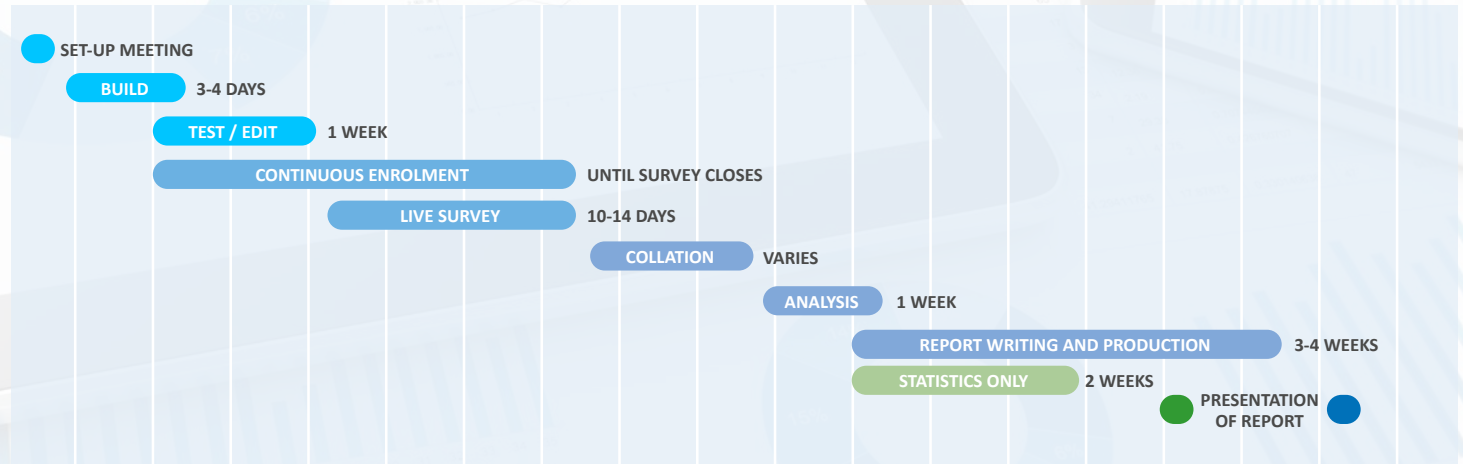
Key: Region: GV - Global Varsity, LN - Local Network, NE - North East, LS - Local South, WC - World Centre  
Role: HD - Director or Head of Department, SM - Senior Manager, MA - Manager, SU - Supervisor, EO - Employee/Operative

Employer	Region	Role	Comments
Employer 1	GV	EO	look after others and treat them how you'd like to be treated.
Employer 1	GV	EO	N/A
Employer 1	GV	EO	not rushing out of work due to late work commitment
Employer 1	GV	MA	At this stage in my time with St. I, have nothing to add.
Employer 1	MA	MA	Consistent feedback from managers about examples of health and safety concerns / issues so that we learn from other experiences within the group
Employer 1	GV	MA	Day to day office culture and work life balance. Head office is not a very 'happy' environment within which to work.
Employer 1	LN	EO	For operatives to take on personal responsibility for good practice; taking more of an interest in correcting things which could be done better.
Employer 1	LN	EO	Further awareness courses and training.
Employer 1	LN	EO	Safety first
Employer 1	LN	HD	Be more informed of best H&S practices across the Berkeley Group to ensure they are being implemented on St. North West London sites.
Employer 1	LN	HD	haven't been at the company for long enough to answer this in full. sorry
Employer 1	LN	HD	need to ensure that all operatives and managers are totally engaged with the health and well being of each other on our sites. We should be doing full training, regular refreshers, better education from operatives who are the best

Sample documents are available on request.

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# The Survey Process and Timeline



Estimated Timeline: 12-16 weeks

At Alkoomi, we understand our clients and endeavour to work to their deadlines.

However, the timeline above gives an indication of the timings for the process from the introduction meeting to the presentation of the report.

## Our team

The UK Alkoomi head office is situated in an excellent location in southern England, with national rail and motorway links and an international airport minutes away. It is equipped with state of the art technology and provides our team with all the tools needed to best suit our clients.

Along with our highly skilled and developed team of consultants, our modern office also houses Alkoomi's experienced team comprising data analysts, IT support technician, design specialist, logistics and an operations support team to ensure every element of your survey with us is handled smoothly and professionally.

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