*Schedule a team meeting or uninterrupted one-on-one time to gather context about employee engagement data and ask questions about their experiences.*

*Use this template email to invite your faculty and staff to the input session. Replace the highlighted text with information specific to your workgroup.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE EMAIL**

Dear Colleague,

Thank you for offering your thoughtful insights and feedback on action taken from the 2021 Employee Engagement Survey through the 2023 Employee Engagement Survey. Here are the results [*attach your team’s survey report*] from the 2023 survey.

I’ll be inviting you to provide more input on suggested action to take in a upcoming [*one-on-one meeting or team meeting*]. During our discussion, I’d like to hear more of your perspective on [*choose one to three items from survey data*]. I also want to learn about other idea that you think are important for creating a [*supportive, engaged, collaborative, etc.*] work place.