**Implementation and Administration Guide**

**Detailed Instructions**

**Survey Deployment**

1. **Planning and Preparation:**
   * Schedule a planning meeting with HR and leadership to finalize survey timelines and goals.
   * Select a secure and user-friendly survey tool (e.g., SurveyMonkey, Google Forms, internal platforms).
2. **Survey Creation:**
   * Clearly structure the burnout survey, segmenting it into relevant sections (e.g., Personal, Work-Related Burnout).
   * Ensure dropdown response options (Always, Often, Sometimes, Seldom, Never) are correctly mapped to numerical values (Always=100, Often=75, Sometimes=50, Seldom=25, Never=0).
3. **Communication:**
   * Announce the survey via company-wide communication, clearly explaining its purpose, confidentiality, and importance.
   * Set clear participation deadlines and schedule regular reminders (e.g., initial announcement, midpoint reminder, final reminder).
4. **Survey Distribution:**
   * Distribute survey securely via chosen digital platform.
   * Monitor participation rates to identify and address any issues promptly.

**Calculator Use**

1. **Response Compilation:**
   * Upon survey completion, export responses securely to an encrypted file or secure platform.
   * Verify accuracy and completeness of responses.
2. **Calculating Collective Probability:**
   * Aggregate individual scores by averaging section responses.
   * Compute the collective burnout probability as the overall average score across all respondents.
3. **Data Entry into Enhanced Burnout Cost Calculator:**
   * Input the calculated collective burnout probability into the "Turnover Rate Due to Burnout (%)" field.
   * Ensure all other fields in the Enhanced Burnout Cost Calculator are accurately updated.

**Suggested Timing for Assessments**

* **Frequency:**
  + Conduct burnout assessments quarterly or semi-annually for effective and continuous monitoring.
* **Benchmarks:**
  + Compare each assessment cycle’s outcomes against historical organizational data and industry-specific benchmarks.
  + Document changes and trends clearly for leadership review.

**Recommendations for Secure Data Collection**

1. **Secure Data Storage:**
   * Use encrypted platforms and secure cloud services.
   * Restrict access strictly to authorized HR and administrative staff.
2. **Data Access Management:**
   * Regularly update and review user permissions and access logs.
   * Conduct periodic audits of access history.
3. **Data Confidentiality Protocol:**
   * Clearly communicate confidentiality assurances to all employees.
   * Reinforce protocols regularly to maintain trust and transparency.