

Date : 12 February 2020

To : All Employees

From : Atty. Angelique Margaret T. Natividad
HR Director

Re : EEI (Employee Engagement Index) Survey Policy

Rationale:

At STI, SJI and TNGC, we want you to be happy with your work and we are serious about your happiness.

Because of this, HR has been conducting an employee survey (Employee Engagement Index) also known as the EEI.

What is EEI (Employee Engagement Index)?

Employee Engagement Index is a survey that is used for measuring employee engagement and happiness in the organization. This tool is designed to monitor everyone's happiness in the organization. It is also used to support other measures of happiness like the face time monitoring and the kamustahan interviews. Through EEI, we hope to be able to find more ways to help make you happy.

How is EEI Done?

The EEI has been done in the past by asking everyone to fill up a paper survey form every quarter. The gathering of data was done manually which takes a longer time. We also know that you have not been very happy about having to fill up a paper survey.

Then EEI was converted to electronic form via google form that was sent to department heads to make data gathering easier and faster, and to spare you from the hassle of having to deal with the paper form.

Now, to make data gathering even easier and faster, we have our Employee Engagement Index or EEI in our HRIS. This is to give everyone easier access and to give you just one venue to access all your HR related needs and concerns.

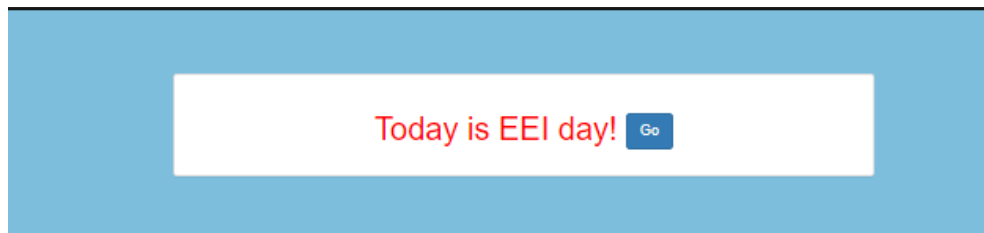
Department scores are computed and trends are observed so that HR can make logical recommendations for programs, equipment, processes, trainings, etc.

Why do Team Members need to fill up the EEI?

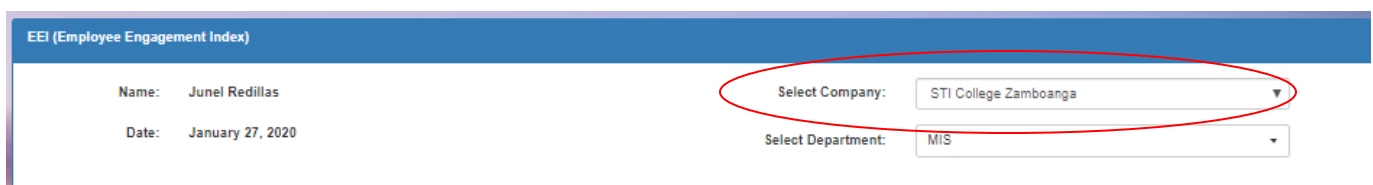
By filling up our EEI the organization will be able to know and measure your happiness in the workplace. Moreover, this information guide us in the areas in which we need to improve, excel or support you. Through EEI the organization will be able to address the concerns of each team member.

Guidelines in filling up the EEI survey form:

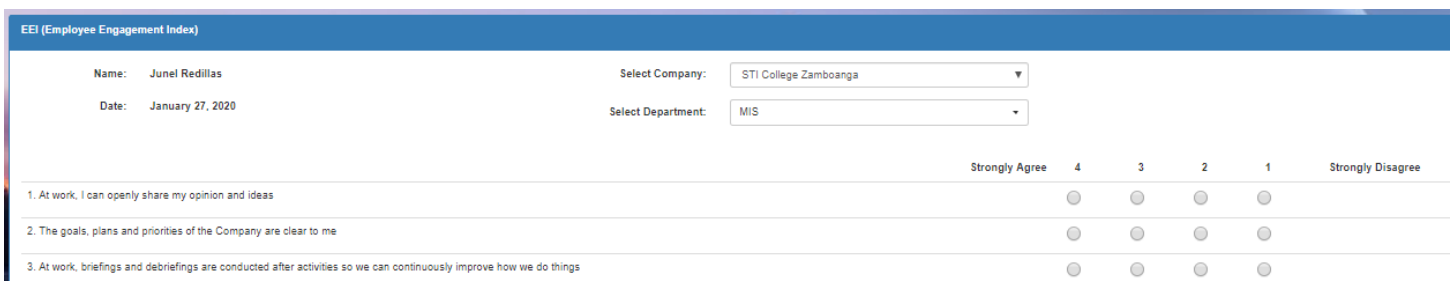
1. **Every 18th of the month**, HR will conduct the survey. Employee must regularly access our HRIS to be able to access and fill up our EEI.



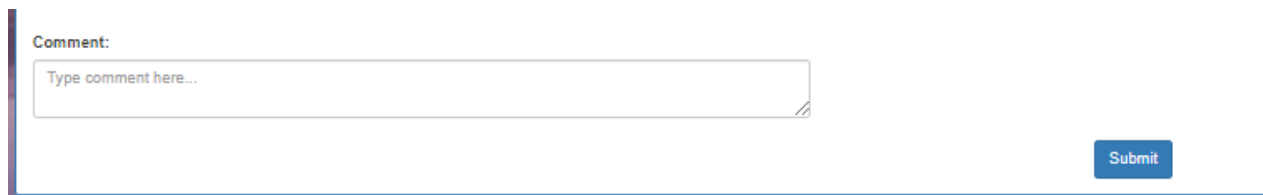
2. You will have until the 24th of each month to complete the EEI. Without taking the EEI team members will not be able to navigate other module of HRIS.
3. Select your company from the drop down list by clicking on the company.

A screenshot of the EEI (Employee Engagement Index) form. The form has a blue header with the title "EEI (Employee Engagement Index)". Below the header, there are two rows of information: "Name: Junel Redillas" and "Date: January 27, 2020". To the right of this information, there are two dropdown menus. The first is labeled "Select Company:" and has "STI College Zamboanga" selected. The second is labeled "Select Department:" and has "MIS" selected. A red oval is drawn around the "Select Company:" dropdown menu.

4. Read each corresponding statement and rate it through the given numbers as 4 being the highest (Strongly Agree) and 1 being the lowest (Strongly Disagree)

A screenshot of the EEI (Employee Engagement Index) form, showing the rating section. The form has a blue header with the title "EEI (Employee Engagement Index)". Below the header, there are two rows of information: "Name: Junel Redillas" and "Date: January 27, 2020". To the right of this information, there are two dropdown menus: "Select Company:" with "STI College Zamboanga" selected, and "Select Department:" with "MIS" selected. Below the dropdown menus, there are three statements, each followed by a rating scale. The rating scale consists of five radio buttons labeled "Strongly Agree", "4", "3", "2", "1", and "Strongly Disagree". The statements are: 1. At work, I can openly share my opinion and ideas; 2. The goals, plans and priorities of the Company are clear to me; 3. At work, briefings and debriefings are conducted after activities so we can continuously improve how we do things.

5. There is a comment box after all the statements. Everyone may or may not comment in the box if there is any concern or the team members feel that the statements above did not express their concerns.

A screenshot of the comment box. It has a blue header with the title "Comment:". Below the header, there is a text input field with the placeholder text "Type comment here...". To the right of the input field, there is a blue button with the word "Submit" in white.

6. Once finished rating all the statements and writing down the comments, if any, click SUBMIT.

A screenshot of the comment box, showing the "Submit" button. It has a blue header with the title "Comment:". Below the header, there is a text input field with the placeholder text "Type comment here...". To the right of the input field, there is a blue button with the word "Submit" in white. A red oval is drawn around the "Submit" button.

7. Your responses will then be recorded.
8. All Team Members are required to fill up the EEI Form. There will be no exemptions other than those on long-term leave like maternity leave.
9. HR will check for submission of EEI. No submission of EEI for the month will mean that HR will not process your hours worked for that specific cutoff.
10. Department Heads will be responsible for ensuring that all his/her team members filled up the form as scheduled.

As we practice our company values on the Team, we want both the company and the employees to win and be happy. We are serious about your winning and your happiness, so much so that we will do what it takes to make sure we can monitor your happiness and we get your feedback regularly.

Please know that feedback is important for us. Giving us feedback will not only help us improve our services but will also help you, your team, and your leaders by letting them know what support you need. We hope that you can help us help you by filling up your online EEI honestly, regularly, and on-time. We assure you that the inputs here will be treated with confidentiality and will not be held against you.

Should you notice any indication that the EEI Data was wrongly used, please do not hesitate to let HR know.