

Data Collection Communications

Template 4 – Invitation with Survey Access

From Project Owner within client organization: DEI/HR Manager.

When

Day of the survey launch.

Why

This message to your employees with the survey link **either comes from your systems or from the Pulsely system**, based on decisions made previously according to the Privacy Policy (Guide 4). The message should be short and sweet since sufficient explanation has been provided in advance.

The templates below will pertain only to the option where you, as the employer, are sending these communications to your employees via your internal systems.

(If Pulsely is sending the survey email invitation and reminders, those templates would be found in your Project Plan where you can review, adapt and customize them prior to launch.)

Please choose the correct template by clicking on the buttons below.

Which of these assessments are you currently conducting?

- **Only ILA** (Inclusive Leadership Assessment)
- **Only DEID** (DEI Diagnostic)
- **Both ILA and DEID** at the same time

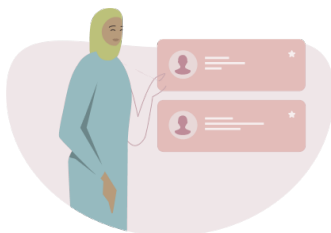
(If you're not sure, please address your concern with your Pulsely project manager.)

ILA for a
Leadership Team

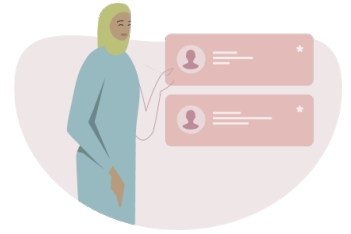
ILA for an
Organization or
Department/Unit

DEI Diagnostic

Both ILA and
DEI Diagnostic



ILA for a Leadership Team



As mentioned by [LEADER], we are sending this Inclusive Leadership Survey to everyone who is part of the [Leadership Team Name], to better understand inclusion at [COMPANY]. We all come from different backgrounds and have different perspectives on this sensitive topic. This survey will enable our team to understand how individual approaches to inclusion impact the culture and where to improve.

What do I need to do?

Please set aside 5-10 min to answer the questions thoughtfully and honestly. You will be asked to share your agreement or disagreement with a variety of statements.

As a reminder, your responses are ANONYMOUS and can NOT be associated with you personally. [UPDATE STATEMENT IF THIS IS NOT THE CASE]

Your authentic responses are the beginning of a safe and important dialogue.

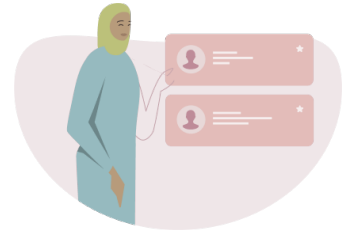
At the end of the survey, you will have the option to receive your personalized Inclusion Report. Your report will indicate which of three common Inclusion Perspectives is reflected in your answers as well as describe some of your key traits and outline areas for personal growth. No one else will know the results of your assessment; the organization only receives composite data.

Please reply to this email if you have any other questions. For technical questions about the survey, contact askpulsely@pulsely.io.

Thank you in advance for your participation.

Click [HERE](#) to access the survey

ILA for an
Organization or
Department/Unit



As we mentioned in our message last week, we are requesting the participation of all [COMPANY] employees in our Culture Survey. The purpose of this survey is to ensure that we evolve as an organization to provide a workplace that is inclusive and enables every one of us to contribute to our full potential. We all come from different backgrounds and have different perspectives on the workplace. This survey will enable us to understand how our individual approaches to inclusion impact our organizational culture and where we can improve.

What do I need to do?

Please set aside 5-10 min to answer the questions thoughtfully and honestly. We are asking you to share your agreement or disagreement with a variety of statements.

The survey will also ask you to self-identify for some demographics you may not have shared with us before. Because your response is ANONYMOUS and can NOT be associated with you personally, your answers to demographic questions cannot be connected with your employee record. [UPDATE STATEMENT IF THIS IS NOT THE CASE]

At the end of the survey, you will have the option to receive your personalized Inclusion Report. Your report will indicate which of three common Inclusion Perspectives is reflected in your answers as well as describe some of your key traits and outline areas for personal growth. No one else will know the results of your assessment; the organization only receives composite data.

Please reply to this email if you have any other questions. For technical questions about the survey, contact askpulsely@pulsely.io.

Thank you in advance for your participation.

Click [HERE](#) to access the survey.

DEI Diagnostic



As we mentioned in our message last week, we are requesting the participation of all [COMPANY] employees in our Culture Survey. The purpose of this survey is to ensure that we evolve as an organization to provide a workplace that is inclusive and enables every one of us to contribute to our full potential.

What do I need to do?

Please set aside about **10-15 minutes** to answer the questions thoughtfully. We are asking you to share your agreement or disagreement with a variety of statements.

The survey will also ask you to self-identify for some demographics you may not have shared with us before. Because your response is ANONYMOUS and can NOT be associated with you personally, your answers to demographic questions cannot be connected with your employee record. [UPDATE STATEMENT IF THIS IS NOT THE CASE]

Please reply to this email if you have any other questions. For technical questions about the survey, contact askpulsely@pulsely.io.

Thank you in advance for your participation.

Click [HERE](#) to access the survey

Both ILA and DEI Diagnostic



As we mentioned in our message last week, we are requesting the participation of all [COMPANY] employees in our Diversity and Inclusion (or Culture of Inclusion) Survey. The purpose of this survey is to ensure that we evolve as an organization to provide a workplace that is inclusive and enables every one of us to contribute to our full potential. We all come from different backgrounds and have different perspectives on the workplace. This survey will enable us to understand how our individual approaches to inclusion impact our organizational culture and where we can improve.

What do I need to do?

Please set aside about **15-20 minutes** to answer the questions thoughtfully. We are asking you to share your agreement or disagreement with a variety of statements.

The survey will also ask you to self-identify for some demographics you may not have shared with us before. Because your response is ANONYMOUS and can NOT be associated with you personally, your answers to demographic questions cannot be connected with your employee record. [UPDATE STATEMENT IF THIS IS NOT THE CASE]

At the end of the survey, you will have the option to receive your personalized Inclusion Report. Your report will indicate which of three common Inclusion Perspectives is reflected in your answers as well as describe some of your key traits and outline areas for personal growth. No one else will know the results of your assessment; the organization only receives composite data.

Please reply to this email if you have any other questions. For technical questions about the survey, contact askpulsely@pulsely.io.

Thank you in advance for your participation.

Click [HERE](#) to access the survey.