

# Survey Follow-up

## Template 8 – Post-Survey Thank You

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

### When

One week after the survey closes.

### Why

The final message from an administrative point of view is sent about a week after the survey closes. You can update the workforce on the overall response rate, thank participants, and reiterate when they can expect to hear back about the results and the action plan. This builds trust that the time they took to share their views is valuable and will lead to impact

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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

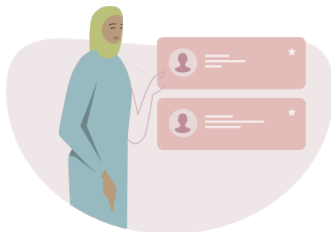
(If you're not sure, please address your concern with your Pulsely project manager.)

ILA for a  
Leadership Team

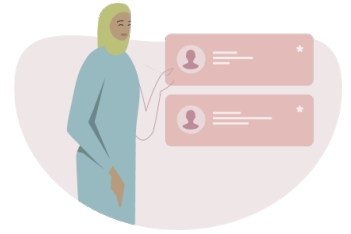
ILA for an  
Organization or  
Department/Unit

DEI Diagnostic

Both ILA and  
DEI Diagnostic



## ILA for a Leadership Team



Our Inclusive Leadership Survey closed on [DATE] and we appreciate the time you spent sharing your perspective with us.

We thank all of you who helped us reach [PERCENT] participation. Thank you for trusting us with your honest responses. We are on our way to a much deeper understanding of inclusion at [COMPANY].

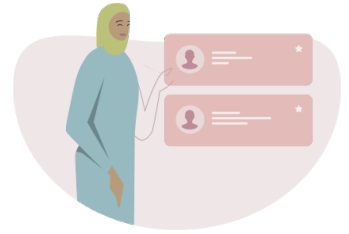
[INSERT SUMMARY: If your response rate was high, acknowledge that. If you reached any specific response rate goals, recognize those achievements].

We will be sharing insights with you [WHEN -TIME FRAME] and together we will identify our goals and areas of focus.

We believe this survey was a first step in an ongoing dialogue about inclusion at [COMPANY]. Thank you for your input. It is now our turn to communicate back to you about what we heard and our action plan. Taking steps to listen is critical to becoming an inclusive and high-performing organization.

If you have any questions, let us know.

ILA for an  
Organization or  
Department/Unit



Our Culture Survey closed on [DATE] and we appreciate the time you spent sharing your perspective with us.

We thank all of you who helped us reach [PERCENT] participation. Thank you for trusting us with your honest responses. We are on our way to a much deeper understanding of inclusion at [COMPANY].

[INSERT SUMMARY: If your response rate was high, acknowledge that. If you reached any specific response rate goals, recognize those achievements].

We will be sharing insights with the leadership team [TIME FRAME] and together will identify our goals and areas of focus. You can expect to hear more about that from [LEADER][TIME FRAME].

We believe this survey was a first step in an ongoing dialogue about inclusion at [COMPANY]. Thank you for your input. It is now our turn to communicate back to you about what we heard and our action plan. Taking steps to listen is critical to becoming an inclusive and high-performing organization.

If you have any questions, let us know.

## DEI Diagnostic



Our Diversity and Inclusion Survey/Culture of Inclusion Survey closed on [DATE] and we appreciate the time you spent sharing your perspective with us.

We thank all of you who helped us reach [PERCENT] participation. Thank you for trusting us with your honest responses. We are on our way to a much deeper understanding of inclusion at [COMPANY].

[INSERT SUMMARY: If your response rate was high, acknowledge that. If you reached any specific response rate goals, recognize those achievements].

We will be sharing insights with the leadership team [TIME FRAME] and together will identify our goals and areas of focus. You can expect to hear more about that from [LEADER] [TIME FRAME].

We believe this survey was a first step in an ongoing dialogue about inclusion at [COMPANY]. Thank you for your input. It is now our turn to communicate back to you about what we heard and our action plan. Taking steps to listen is critical to becoming an inclusive and high-performing organization.

If you have any questions, let us know.

## Both ILA and DEI Diagnostic



Our Diversity and Inclusion Survey/Culture of Inclusion Survey closed on [DATE] and we appreciate the time you spent sharing your perspective with us.

We thank all of you who helped us reach [PERCENT] participation. Thank you for trusting us with your honest responses. We are on our way to a much deeper understanding of inclusion at [COMPANY].

[INSERT SUMMARY: If your response rate was high, acknowledge that. If you reached any specific response rate goals, recognize those achievements].

We will be sharing insights with the leadership team [TIME FRAME] and together will identify our goals and areas of focus. You can expect to hear more about that from [LEADER] [TIME FRAME].

We believe this survey was a first step in an ongoing dialogue about inclusion at [COMPANY]. Thank you for your input. It is now our turn to communicate back to you about what we heard and our action plan. Taking steps to listen is critical to becoming an inclusive and high-performing organization.

If you have any questions, let us know.