

Data Collection Communications

Template 5 – First Reminder

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

When

One week after the survey launch.

Why

Think carefully about the best time to send this reminder. Recipients are most likely to open and complete the survey right when they receive it. You will know your culture the best; in some cases, Fridays are a day employees tackle admin work and that could be the most hectic day for other organizations. You probably want to wait at least a week before sending the reminder.

Once again, this message either comes from Pulsely's system or yours depending on the project approach. *(If the message comes from Pulsely, it will be delivered only to non-respondents. On the other hand, if the message comes from your internal systems, it will have to be sent to all employees regardless of response/no-response).*

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

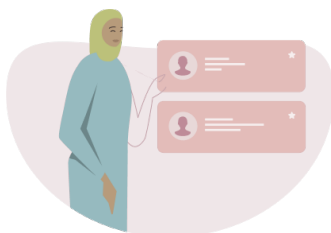
(If you're not sure, please address your concern with your Pulsely project manager.)

ILA for a
Leadership Team

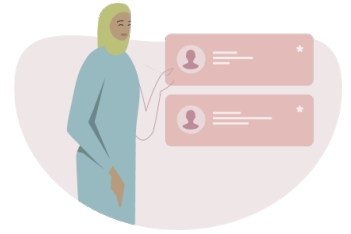
ILA for an
Organization or
Department/Unit

DEI Diagnostic

Both ILA and
DEI Diagnostic



ILA for a Leadership Team



In the past week, we sent out a survey to everyone in [LEADERSHIP TEAM NAME] to help us better understand inclusion at [COMPANY]. If you have already participated, thank you for your valuable insights! If not, we want to emphasize how vital your perspective is to [LEADERSHIP TEAM NAME]. This is also a reminder that your input will enable us to bring everyone together to build a culture where we all can thrive.

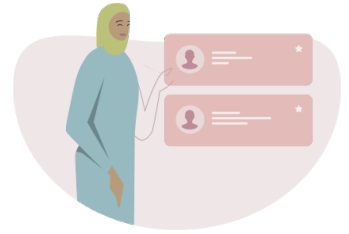
The survey will close on [INSERT DATE].

If you have any questions please do not hesitate to reply to this email or reach out to the Survey Team at [INSERT EMAIL of PERSON RESPONSIBLE FOR DEI PLANNING AT ORGANIZATION]. Please contact askpulsely@pulsely.io for technical questions about the survey.

Thank you for your time and dedication to making [Company] a better place for all.

Click [HERE](#) to access the Survey

ILA for an
Organization or
Department/Unit



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The survey will close on [INSERT DATE].

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Please contact askpulsely@pulsely.io for technical questions about the survey.

Thank you for your time and dedication to making [Company] a better place for all.

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DEI Diagnostic



In the past week, we sent out a survey to everyone to help us better understand inclusion at [COMPANY]. If you have already participated, thank you for your valuable insights! If not, we want to emphasize how vital your perspective is to [LEADERSHIP TEAM NAME]. This is also a reminder that your input will enable us to bring everyone together to build a culture where we all can thrive.

The survey will close on [INSERT DATE].

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Both ILA and DEI Diagnostic



In the past week, we sent out a survey to everyone to help us better understand inclusion at [COMPANY]. If you have already participated, thank you for your valuable insights! If not, we want to emphasize how vital your perspective is to [LEADERSHIP TEAM NAME]. This is also a reminder that your input will enable us to bring everyone together to build a culture where we all can thrive.

The survey will close on [INSERT DATE].

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