



Dear ITD Employee,

Recently, you received a message from Director Lowe describing the ITD *Organizational Benchmarking Survey* and encouraging every employee to respond to it. This message explains your part in this important project.

The *Organizational Benchmarking Survey* is a survey that employees complete on the Internet. Its purpose is to assist ITD in assuring that your work environment is as productive and satisfying as possible. Your responses, together with those of your fellow employees, will identify areas that are working well and also opportunities for improvement. The results will provide a roadmap, rather than a report card, for the organization. Your responses will also establish a baseline measurement on which to compare over time.

All responses to this survey are confidential. None of the information you supply will be associated with you individually. Your completed survey will go directly to *Oasis Consulting Services* and be combined with other replies. *Oasis* is an independent organization that helps government agencies create productive and satisfying workplaces.

Please keep in mind that **once you begin you must complete the survey and submit it without leaving the site.** You can take as much time as you need, but if you leave the site without finishing, you will have to start over.

You are NOT asked to provide your name when you respond to the survey. However, for purposes of analysis, the survey asks you for your immediate supervisor's name and some information about your work at ITD, such as your years of service. Again, your responses will be combined with those of other employees and analyzed in a manner that ensures no one outside *Oasis* will have access to any individual survey response.

The aggregate results will be reported to all ITD employees early in 2009. In addition, managers and supervisors will attend a workshop to review the results and identify beneficial steps that they can take. Workshop participants will receive a report of the combined survey responses of their employees if at least four of their employees respond. Combining the responses in this way serves to assure confidentiality.

**Please complete the survey by DECEMBER 3.** It should take about 30 minutes. To respond, simply click on the following web link. This link will take you directly to the website, ready to begin.

<http://www.consultoasis.org/surveys/ITD2008survey.htm>

If you have any questions or concerns, please contact me directly at *Oasis*, 702-562-3695, or via email, [tj@consultoasis.org](mailto:tj@consultoasis.org). If you prefer, you may contact Mary Harker at 208-334-8010, or Marcia Aitken at 208-334-8042. There are also answers to frequently asked questions on the *Transporter* web page.

If you are a supervisor or manager, please read the attached, which explains how you can help make sure that the people who report to you are able to respond to the survey.

Thank you for your time and effort. Your response will help make ITD an even better place to work.

Sincerely,

A handwritten signature in black ink that reads "T. J. Brown". The signature is written in a cursive style with a large, stylized initial "T".

**T. J. Brown, Ph.D.**  
**Principal**