

### **Ever feel that work has taken over your personal life OR that your personal life is making work difficult?**

This is an opportunity to HAVE YOUR SAY about 'work-life balance' policies and practices - what you know about them at the moment, how they may assist you, and how they could be improved.

We would like to ask you to complete the **Better Work-Life Balance Survey**, which has been developed by the Queensland Department of Industrial Relations in collaboration with the University of Queensland. The survey contains questions about work-life balance policies and your personal experiences using these policies. 'Work-life balance' policies are policies that help you meet the needs of your 'work life' and your 'personal life' effectively.

Although survey participation is voluntary, we strongly encourage you to complete it.

### **How long will it take?**

The survey takes around 10 minutes to complete, however, it is important for you to take as long as you need. Please complete it during work time.

### **What will happen to my answers?**

Your individual responses are CONFIDENTIAL and will be reported in a way that can not identify you. The information will be entered into a secure database and will only be used for the purpose for which it is collected.

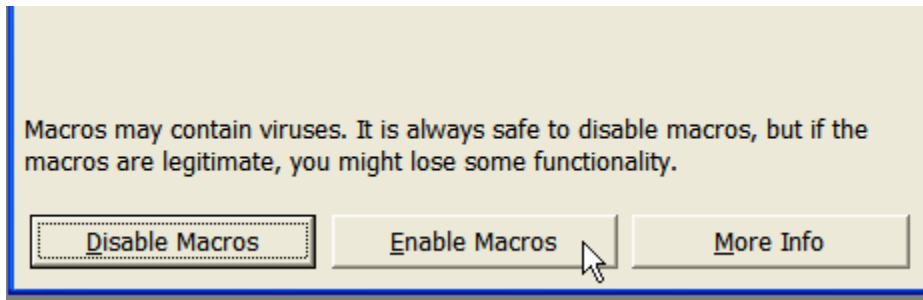
Remember there are no right or wrong answers - this is about your current knowledge and opinion of 'work-life balance' policies and practices in the organisation. Survey information will be used to help us improve the quality of work-life balance policies and practices that are available to you and your colleagues.

### **What do I need to do?**

The survey is located at **[Insert location of survey on computer network – to be advised by survey administrator]**.

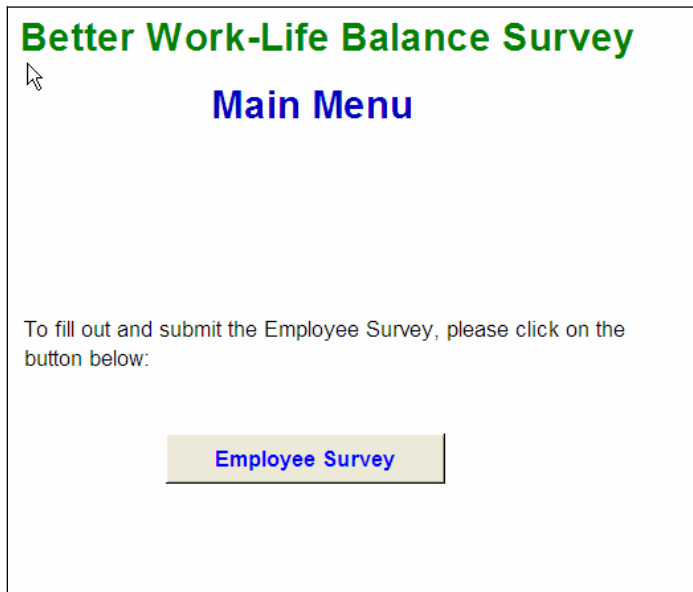
**IMPORTANT NOTE:** To complete the survey, employees need to use the same Excel spreadsheet every time. This means that **the survey should never be forwarded per e-mail**, and should only be accessed by going to the dedicated location on the organisation's network.

To access the survey you will need to click on "Enable Macros" (figure 1). The Macros are harmless and are an integral part of the survey's operational process.



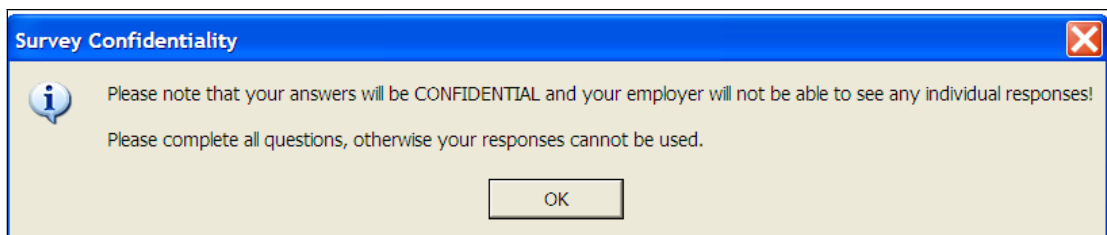
**Figure 1**

When the Main Menu (figure 2) is opened, click on the Employee Survey button.



**Figure 2**

Before the survey opens the following message will appear (figure 3). Read the message carefully and "click OK".



**Figure 3**

Once you have finished the survey click on the "Submit" button at the top of the page. The "Submit Employee Survey" message will appear (figure 4). If you wish to proceed click "OK".

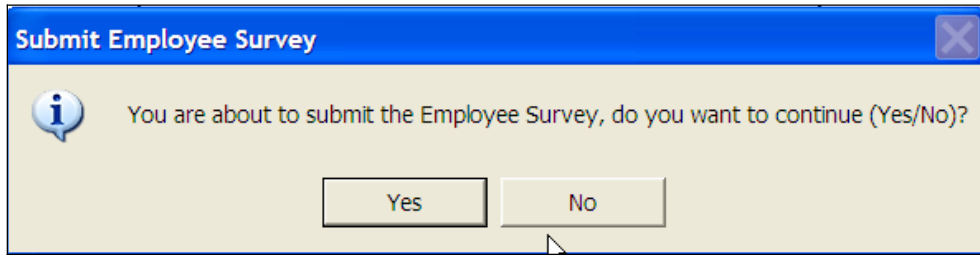


Figure 4

Once your survey responses have been accepted you will receive the following confirmation message (figure 5). Click on “OK” and you will return automatically to the Survey Main Menu.

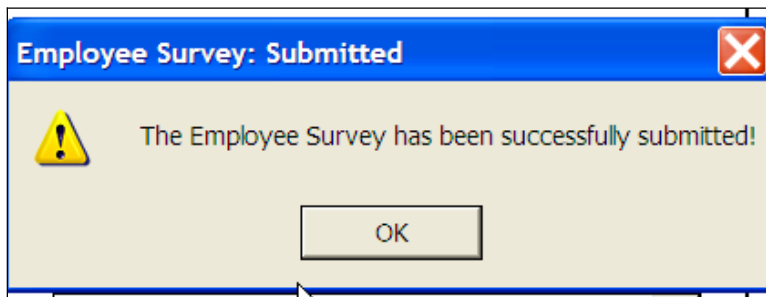


Figure 5

Please close the Excel application, so the next employee can complete the survey.

**IMPORTANT NOTE** If you click on the “Submit” button after completing your survey and the “Employee Survey: Submission Invalid” message appears (figure 6) you will need to answer the highlighted questions before the survey can be submitted. All questions must be answered or your responses can not be used.

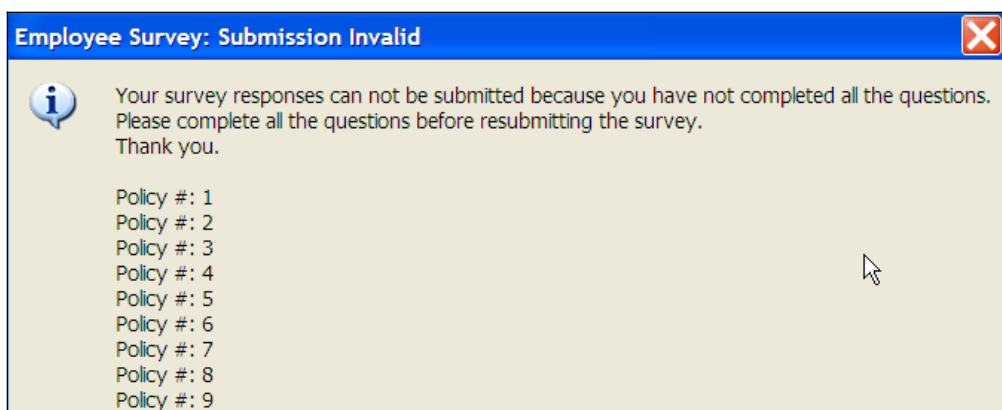
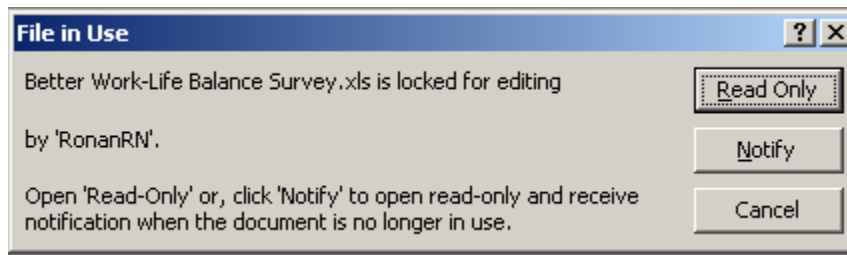


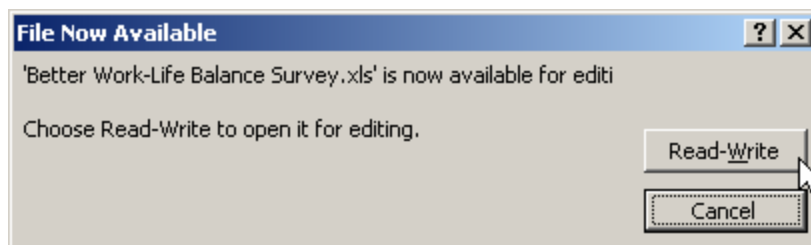
Figure 6

**IMPORTANT NOTE** Only one person at a time can complete the survey. If another person is already completing the survey you will get the following message (figure 7).



**Figure 7**

Click on either “Cancel” or “Notify”. If you select “Notify” the survey will open as a “read only” document and you should not enter any data or submit the survey until you receive notification that the document is ready for editing (figure 8).



**Figure 8**

Once you have received notification that the document is ready for editing, click on “Read-Write” and you can enter data and submit the survey.

If you have any queries please contact **[Insert contact details of person handling the survey in your organisation]**.

**Thank you for your participation.**