

Investors in People surveys - guidance for clients

What are the surveys for?

The Investors in People surveys are designed to help

- identify organisational strengths and areas for improvement
- plan assessment/review interviews
- involve a greater number of people in the Investors in People process.

Which organisations can be surveyed?

Surveys are offered to Committed and Recognised Investors in People organisations in the United Kingdom, Channel Islands and Isle of Man.

Do Investors in People organisations have to use an IIPUK survey?

No. Each client organisation may choose whether or not to use an IIP survey.

What questionnaires are available?

There are Top Manager, Manager and People questionnaires for The Standard and for the Investors in People framework.

What questions are asked in a survey?

Questions are based on the evidence requirements in the Investors in People assessment framework.

Does the survey cover all Investors in People evidence requirements?

134 of the 196 evidence requirements in the IIP Framework are covered by the survey.

All evidence requirements in The Standard are included with the exception of:

1.5 "People who are members of representative groups can confirm that top managers make sure there are constructive relationships with the groups and they are consulted when developing the organisation's business plan."

Can the questionnaires be modified for a particular organisation?

No. Each questionnaire has a predetermined set of questions.

What is in a survey report?

Each evidence requirement covered by the survey is given a traffic-light colour-coding based on the responses given in the survey. There are optional colour-coded, summary charts which group the survey results by indicators and selected themes. If required, the report can include response counts for the questions asked.

For a better idea of what a report looks like, please see the *Sample Report* available from IIP assessors and advisers.

When email invitations are sent by the survey system (but not otherwise), it is possible to report separately on different groups of people within the organisation (e.g. by department and/or geographic region).

Are surveys confidential?

Yes. Answers given by people taking part in the survey are confidential.

How many people can be surveyed?

Up to 1000 staff can take part. Larger organisations can survey a sample of their staff. The sample may be selected

- by the client or assessor/adviser
- automatically by the survey tool from a larger list of email addresses.

What does the client need to do?

The assessor/adviser and client should decide

- which questionnaire(s) to use
- how the survey will be conducted

When email invitations are to be sent from the survey system (the usual approach) the client provides a list of people who will take part in the survey. A template document is provided for this. For more information, please refer to the *IIP Survey Tool Contact List Examples* document available from assessors/advisers.

If some people cannot receive emails or access the internet, there is an option to use paper questionnaires. The assessor/adviser and client will need to agree how to manage the distribution, collection and data entry of paper-based questionnaires. The survey system combines data from paper and online questionnaires into a single report.

Please note that the ability to report separately on different groups of people within the organisation (e.g. by department and/or geographic region) does not apply to paper copies.

The assessor/adviser and client may wish to discuss alternative ways of conducting the survey.

Copyright

The questionnaires and all survey questions are copyright © Investors in People UK.

Related documents

1. *IIP Survey Tool V2 Contact List Template.*
2. *IIP Survey Tool V2 Contact List Examples.*
3. *IIP Survey Tool V2 Sample Report.*