Work Environment Survey, Schedule

**Step 1: Answers to the questionnaire**
6/10: the questionnaire is opened
19/10: the questionnaire closes

**Step 2: Results are presented to those who will handle the follow-up process**
29/10: QS\(^1\) presents the results to the Head of Department and HR\(^2\)
4/11: HR presents the results to the Management Group ("ledningsgruppen")

**Step 3: Results are presented to all staff members and follow-up actions are planned jointly within each division/unit**
5/-11–18/11: During this period, the Head of Department and HR will have a separate one-hour meeting with each Head of Division/Unit to analyze the results of the division/unit and discuss what may be important to address.
18/11–5/12: During this period, each division/unit will have a relatively long staff meeting (approximately 3 hours) where the results of the division/unit are presented. The Head of Division/Unit will lead the meeting. HR will take part in the meeting and will assist by leading a discussion about what parts of the result a majority of the division/unit staff agree should be primarily addressed. There may also be a preliminary discussion of potential actions.
18/11–16/1 Each Head of Division/Unit will follow up the above-mentioned meeting by considering appropriate actions. In some of the subsequent "regular" division/unit meetings are proposals for action will be presented and discussed in consultation with the staff members. The aim will be to identify measures that a majority of the group agrees would be appropriate.
18/11–30/1 Each Head of Division/Unit will continuously document the priorities and suggestions that appear. Finally, each Head of Division/Unit will summarize the result of the discussions in a written Action Plan where the actions agreed upon by the division/unit staff members are described and where it is also made explicit who is responsible for each action and what is the planned completion date for the action. The Action Plan should be submitted to the Head of Department no later than 2015-01-30.

\(^1\) QS: a representative of the company QuickSearch that has been commissioned by the university to conduct these kinds of surveys.
\(^2\) HR: Ulrika Andersson and, from the university’s Human Resources Unit, Åsa Söderberg and/or Greta Hogstad