

## Reading the Reports

The Guarding Minds at Work Survey consists of 68 questions answered by employees, reflecting the fact that they are ‘experts’ on the psychosocial work environment in their organization and work area. Sixty-five of these items pertain to each of the thirteen psychosocial factors known to impact employee psychological health and well-being as well as organizational effectiveness. There are five items for each factor. For each item, respondents asked whether they – Strongly Disagree (score worth 1), Disagree (score worth 2), Agree (score worth 3), Strongly Agree (score worth 4). In addition, respondents provide yes/no responses to three items of key importance in any organization. The cumulative scores on each factor from a particular organization’s survey results are compared to the responses from a standardization sample of 5010 working Canadians gathered by Ipsos-Reid in 2016.

### Reading the Reports

#### Overview Report

This report provides two data sets – a mean score response for all 13 factors and comparison for each factor against the 2016 Ipsos-Reid data.

##### A. Mean Score Report

This report shows the organization’s average score for each factor. The lowest possible score is 5 (all 1’s) and the highest possible score is 20 (all 4’s). The categories of concern are based on a comparison with the 2016 IPSOS standardization pattern for each factor, thus serving as a benchmark for comparison. The four categories are 5-9 Serious Concern; 10-13 Significant Concern; 14-16 Minimum Concern; 17-20 Relative Strength.

##### B. Individual Factor Score

These graphs display the percentage of employee responses that fall into the each of the categories of concerns.

#### Segmented Reports

If an administrator decides to segment their employee survey across various demographic questions relevant to their workplace, they can request a segmented report. These reports will only be created if there are more than nine responses in that demographic segment, in order to protect employee confidentiality. If there are not sufficient responses or if a segment has fewer than ten members, the demographic segment will be greyed out, and can’t be selected.

Once the demographic questions have been selected, a segmented report will be generated. The data is calculated and reported in the same manner as the Overview Report.

### **Individual Question Report**

This report displays the percentage of respondents that selected each of the four responses options – Strongly Disagree, Disagree, Agree, Strongly Agree. There is a graph for each question. The report is organized by Factor, with each of the 5 questions referenced. This data is not comparing to IPSOS data set. These graphs are not related to degree of concern, but simply distribution of each response option. Segmented Reports are not available to be broken down by question. Each of these items should be viewed in the context of the psychosocial factor that they are associated with.

### **Organization Comparison Report**

If the Organizational Review is completed, the results of the employer survey can be manually entered into the system. Once the employee survey is completed and closed, a comparison report can be generated. This report provides an organizational perspective will show gaps or alignments with the employee's perspective.