



Olive Awards Employee brochure

Is *your* job a pleasure...or sometimes a bore?
Are *your* days fulfilling...or often a chore?

Welcome to The Olive Awards

For the first time in Spa, Fitness and wellness, you – ‘the employee’ has a voice!
The Olive Awards is a tremendous opportunity to say what you think about your job and employer...and to improve your prospects. And in total anonymity, guaranteed.

The scheme recognizes and rewards the best employers, large or small, in the spa, fitness and wellness sector, and lets the less-than-best know what’s going wrong through confidential employee surveys. So you just can’t lose, even if they do!

Have your say!

You work in beauty, or fitness and spa,
And possibly question how happy you are.
Tell us, and see how thing can improve...
But please don’t delay in making your move!

Your company has entered the Olive Awards 2011 and you are the judge!
Your role is very simple. All you need to do is complete an on-line survey telling your employer how satisfied you at work. You can be completely honest without fear of your boss finding out your answers as the survey is completely anonymous.

What will your company get out of it?

Winning companies will be awarded with a prestigious Olive Award and the recognition of being one of the best companies to work for in Spa, Fitness and Wellness. Each company receives a report showing them the overall levels of satisfaction in each category. This will provide them with invaluable information on how they can improve their business to achieve a happier work force.

Some background information

The financial impact of losing key team members and the cost of finding skilled replacements may seem obvious, but few businesses take preventative action to avoid this scenario. Businesses that lose and are unable to replace staff, not only suffer productivity losses, but they also lose knowledge of business operations and their investment in staff training. In today’s candidate driven market, if employees are not given benefits such as recognition, a favourable working environment, training, the ability to be ‘involved’; they will leave in favour of a company that will nurture their ongoing need to learn and grow.

Businesses that focus on achieving high morale amongst their employees will achieve long-term success in today’s business world.

“Our people drive our business; companies don’t succeed...people do!”

A Gallup poll of 55,000 people in the US found that four attitudes when taken together, correlate strongly with higher profits. These are: workers feel they have the opportunity to do what they are best at; workers believe their opinions count; workers feel that their co-workers are committed to quality; workers make a direct connection between their work and the organization’s mission.

The Awards Coordinator

Each company has an awards coordinator who is your main point of contact. If you have any concerns or are unclear about any aspect of these awards, please contact your coordinator.



The Survey

The employee satisfaction survey is completed on-line in a secure account area within the Olive Awards website.

Your awards coordinator will provide you with an account log in and password. This log in detail is the same for each employee within your company. www.theoliveawards.com and click on 'Take Survey'.

How long does the survey take?

Approximately 15 minutes

Can I do the survey during my work hours?

Your company will provide the time and facilities needed for you to do so within your working hours. Alternatively you may prefer to take the survey in the privacy of your own home or at an internet café or library.

When do I need to complete the survey by?

You have until 31 December to complete the survey.

What kind of questions will I be asked?

You will be asked to respond to 100 statements which will be presented to you one at a time. For example; the statement may be 'My job is stimulating' and then you will be presented with a 7 point response scale which indicates whether you strongly agree; agree; slightly agree; neither agree or disagree; slightly disagree; disagree or strongly disagree with that particular statement. You simply click on the option which most describes your view point. We have included this 7 point scale to ensure you have the flexibility to respond to each statement accurately. It maybe that you do not have an opinion on a particular issue in which case you can select neither agree, or disagree. Please take care to give careful consideration to each statement and avoid using this neutral option as an easy choice. The results derived from the compiled surveys will provide powerful information to your company regarding areas that may require attention or improvement and each question contributes equally to the overall outcome.

My job is stimulating

- Strongly agree
 Agree Slightly
 Agree
 Neither Agree or Disagree
 Slightly Disagree
 Disagree
 Strongly Disagree

What areas of the business/my job does the survey cover?

The survey consists of 8 different areas although the survey is randomized and questions will be presented in no particular order. This is to reduce the chance of bias occurring in a particular category.

- My Job
- My Salary
- My Manager
- My Team
- My Training and development
- My Company
- My Feeling and Motivation
- My Health and Safety



Is the survey really Private, Confidential and Anonymous?

Yes, each individual survey is completely private and confidential. Your boss will never know what answers you gave and there is no way of tracing your survey results.

The validity of any survey is affected by psychological preconditioning of the participants. In other words, if you think your manager is going to view your answers afterwards, it may, just possibly, affect the way in which you answer them. So in order to ensure the validity of this program, The Olive Awards have built a robust and secure system which is accessible only on-line which automatically measures the results of surveys as a total measure. This means that **no one** is privy to the specific responses to individual questions answered by individual employees.

Market Research questionnaire

On completion of the survey you will be presented with an **optional** market research questionnaire. By completing this you will be assisting the Olive Awards with developing industry statistical data relating to employee satisfaction across the industry. By providing this information you will not compromise the anonymity of your survey.

Survey guidelines – some ‘Olive’ advice

Prior to completing the on-line survey, please follow the recommended preparation advice.

1. Ensure you are sitting in a quiet environment where you will not be disturbed
2. Make sure you have at least 20 minutes spare to complete the survey without interruptions
3. Start from a neutral standpoint. Clear your mind of any thoughts, stress, worries or concerns so that you feel calm and relaxed.
4. Focus your mind on ‘you’. This is all about you and your opinions. Do not think about anyone else throughout this process.
5. Take the opportunity to voice your true thoughts and feelings.
6. Be honest and open with your responses
7. Value this opportunity to have your say and treat this survey with the importance it deserves.

When completing the survey please adhere to the following guidelines. Please note that individual survey results will remain **completely confidential at all times** and will not be shared with your employer or any other external party.

- The survey must be completed confidentially and without consultation with your colleagues as this may affect the validity of your company’s results.
- We also ask that you are honest and open with your responses in the knowledge that your individual survey results will not be shared with your employer and will remain completely confidential.
- Care and attention must be given to each individual statement. If you find yourself getting tired or losing concentration, stop the survey and return to it when you are feeling refreshed.
- Your responses must reflect your true opinion and not the opinion that you think your employer would want you to have.
- If you feel under pressure to respond to the survey in a particular way please do not complete the survey and contact either your ‘Awards Coordinator’ or a member of **The Olive Awards team** on **01483 901 330**.

