

THE CHRONICLE GREAT COLLEGES TO WORK FOR Employee Survey Connectivity Guidelines (Online survey)

The following important information will facilitate a smooth survey process for you and your employees. The employee survey is conducted from **March 12 – April 6, 2018**. Should you have any questions, please contact ModernThink at 888.684.4658.

INTERNET AND EMAIL REQUIREMENTS:

- **Survey Audience:** The audience for the employee survey includes full-time Faculty, Administrators, Exempt Professional Staff and Non-exempt Staff (Adjuncts are also included for 2-year schools) who are employed at campuses located in the United States and its territories. Participating institutions are asked to provide a random sample of 400-600 of the above job categories. Schools with fewer than 500 Administrators, Faculty, Exempt Professional Staff, Non-exempt Staff and Adjuncts will be asked to survey ALL of their Administrators, Faculty and Exempt Professional Staff and a sample of their Non-exempts and Adjuncts.

Please review the table under Uploading Emails on the Administrative Portal for the exact sample requirements for each job category for your school. If you are already registered for the program, you will receive access to the Administrative Portal by February 17 (at the latest).

- **Internet:** First and foremost, all employees participating in the online survey will need Internet access. If some employees do not have their own computers, you may consider setting up a workstation in a private area for them to use. Employees may also take the survey from home or use the campus computer centers.

To complete the survey, your employees will need to access the following websites. Please ensure that these addresses are accessible to your employees:

<http://www.modernthink.net/chroniclegreatcolleges>
<https://www.modernthink.net/chroniclegreatcolleges>
<http://www.modernthink.com/chroniclegreatcolleges>
<https://www.modernthink.com/chroniclegreatcolleges>
<http://www.modernthink.info/chroniclegreatcolleges>
<https://www.modernthink.info/chroniclegreatcolleges>

The IP addresses are **74.54.185.52, 184.173.210.250**

- **Email:** If you are supplying ModernThink with email addresses, your employees must be able to receive email messages from an external source. Please be sure the following email addresses and domains are “white-listed” with your IT department to ensure your employees can receive the survey invitations that include the web link and their unique login information:

From: surveys@modernthink.net, surveys@modernthink.com, OR
surveys@modernthink.info

Return-path: surveys@modernthink.net, surveys@modernthink.com OR
surveys@modernthink.info

Email Servers: mail.modernthink.net, mail.modernthink.com and mail.modernthink.info

- **Spam Filters & Rate Delimiters:** Many institutions frequently have spam filters to screen emails that are sent in large batches from one email address. Therefore, in addition to being “white-listed,” please be sure your spam filters and security settings allow multiple email messages to your institution originating from these addresses. Similarly, please configure your filters to allow the "Username" and "Password". The

subject line of the emails will read: **The Chronicle Great Colleges to Work For 2018 Faculty/Staff Survey.**

Email Invitations and Reminders: Email notifications will be sent to your institution throughout the survey process. Primary and IT Contacts will be notified prior to each email blast.

- **Connectivity Testing:** On **Monday, March 5**, we will send a test email invitation to your institution's Primary Contact and IT Contacts. This email message will include a link to the online survey so that you can ensure access to the survey website for your institution. Please be sure to read that email carefully, and respond by **March 8** (see email for details).
- **Response Rate:** During the survey administration period, the Primary Contact will be given access to a response rate report so that IT can immediately see if there are issues when the survey launches on **March 12**. We recommend that the Primary Contact and IT Contact be in communication while the survey is open to ensure emails have arrived.