

BEST COMPANIES TO WORK FOR IN COLORADO

Employee Survey Random Selection – Excel Instructions

Eligible Employees:

The audience for the employee survey is full-time and part-time staff (working at least 20 hours per week) who are employed at sites located in Colorado. Participating organizations will be asked to provide a random sample of up to 400 employees, depending on the size of your employee population. Please see the section below to determine how many employees you will need to survey.

Number of Employees to Survey:

<u>Total Number of Employees</u>	<u>Number to be surveyed</u>
25 - 249	All employees
250 - 399	250 randomly selected
400 or more	400 randomly selected

Random Selection Process: *(for employers with more than 249 employees)*

For those unfamiliar with random sampling, the process outlined below details the steps to select a random sample of your employee population, using an Excel spreadsheet. Alternatively, some people management software systems have this capability. You may want to check with your HR/IT support to see if you already have this capability.

- 1) To begin, you will first need a list of names and/or email addresses of all eligible employees. If your organization has chosen to have ModernThink send the survey invitations to your employees via email, this list must include employee email addresses. If your organization has chosen to use login sets, this list should include employee names and any contact information that you will use to send survey communications to the selected employees.

Excel 2003 Version:

Type the following formula in a free cell next to the first employee name or email:
=RAND()*400 (where 400 is your required sample size; 250 if that is your sample size)

Example:

	A	B
1	john.smith@xyz.com	=RAND()*400
2	jane.doe@xyz.com	
3	sam.jones@xyz.com	

When you hit 'enter', the formula will change to a number between 0 and 400.

Excel 2007 or 2010 Version:

Type one of the following formulas in a free cell next to the first employee name or email:
=RANDBETWEEN(1,400) (if 400 is your required sample size; 250 if that is your sample size)

Example:

	A	B	C
1	john.smith@xyz.com	F	=RANDBETWEEN(1,400)
2	jane.doe@xyz.com	A	
3	sam.jones@xyz.com	P	

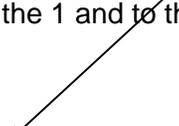
The rest of the instructions apply to both Excel 2003, Excel 2007 and Excel 2010 versions.

2) Copy the formula into the cell next to each name or email address. After you have copied the formula into each cell, each cell will now contain a random number between 0 and 400. Don't worry that the numbers change as you move from row to row.

3) Highlight all cells with just generated random numbers. While cells are still highlighted, from the top menu select **Edit** and **Copy**. Then select **Edit, Paste Special**, and Paste: **Values**. Press **Enter** twice. This replaces the formula (in our example in Column B) with a new set of random numbers that do not change while you work with them.

4) Highlight the **whole** spreadsheet (click on the blank cell at the very top left of your spreadsheet – above the 1 and to the left of your column A)

Example:



	A	B
1	john.smith@xyz.edu	172.961285
2	jane.doe@xyz.edu	90.30077771
3	sam.jones@xyz.edu	336.0189913

5) From the top menu, select **Data** and **Sort**. In the **Sort By** box, select the column that your random numbers are in (in this example, column B). Select **Ascending** order. Select the appropriate button to indicate whether your data has a header row (this example does not have a header row). Hit OK. Your spreadsheet will sort based on the random numbers and reorder the rows of your spreadsheet.

6) The first 400 names or email addresses represent a random sample of 400 of your employees. Now all you have to do is to delete the names below the row that you need - in this example, all the names below row 400 (or row 401 if your document has column headers).

7) Please save a copy of this spreadsheet for your records.

8) After the close of registration, the Primary Contact will receive login information for the customized individual Administrative Portal. On the "Upload Emails" page of the portal, follow the steps provided to upload your generated list of email addresses.