

This diskette contains The Gosling Group's standard "It's Your Company Questionnaire"™ for measuring employee motivation and should be distributed to your employees using this diskette.

Your employees simply run the questionnaire on a PC from this disk and their inputs will be recorded anonymously in a file on the same disk. To enhance your employees' experience whilst taking the survey, it is important that they be able to connect to the internet whilst completing the questionnaire.

Having collected sufficient inputs (maximum of 10 for the trial software) you can send this same inputs file to The Gosling Group by e-mail and receive by return, an assessment of these inputs, free of charge.

The questionnaire can be filled out as many times as you like, but only the last ten inputs will be recorded. It is therefore important to ensure that the last 10 questionnaires completed are the ones which you wished to be analysed.

See the "readme.txt" file on the disk for more information.

## It's Your Company Questionnaire™

The Gosling Group's IYCQ™ product is an employee opinion survey which asks just 21 questions to establish how well the company is performing in the areas of:

- Management
- Marketing
- Resources
- Technology

It also establishes how important each of these four areas are for the company.

In so doing, the employees' satisfaction with the company, and hence their motivation, is reported, as is how their satisfaction can be expected to change over time.

With the IYCQ™ therefore, it is easy for companies to use the results obtained to identify any areas of concern, according to the employees, and act upon them.

## Instructions:

- 1) Distribute this single diskette amongst your employees. (It is recommended that the disk be distributed within one single department only).
- 2) Each employee completes the questionnaire using a Windows based PC. By navigating to the floppy drive (typically the A: drive) within "My Computer", the file "IYCQ\_Trial.exe" on the diskette can be launched by double-clicking on it. This starts the questionnaire automatically.
- 3) Having gathered a sufficient number of inputs, you should navigate to the "resources" folder on the diskette and send the "coll.mbc" file by E-mail, as an attachment, to The Gosling Group at: [assess@d-q-e.com](mailto:assess@d-q-e.com). You will then receive an assessment of the inputs collected by return, free of charge.

