



Climate Survey

Focus Group Invitation Sample

August 7, 2017

Dear Loyola University Chicago Staff:

Have you heard about the (diversity & inclusion) Climate Survey taking place in October? We have staff focus groups taking place at Lake Shore, Water Tower, and Health Sciences campuses in August and September. The focus group feedback will have a direct impact on the design of the climate survey scheduled for release during the last week of October.

Student Recruitment

We are looking for 10 -12 students to participate in focus groups held at the Lake Shore, Water Tower, and Health Sciences campuses.

Focus Group Info:

- The focus groups are 90 minutes in length, and the vendor, Willis Towers Watson, will facilitate the sessions.*
- Meeting details are listed in the attachments*
- No one from Human Resources or Administration will participate in the focus groups*

Are you interested in participating in a lakeside staff focus group?

Please view the attached to learn more about focus groups dates, times, and locations. Please email climatesurvey@luc.edu to RSVP your place to participate in the session.

Please feel free to print and post the attachments in your office, on a community board in Damen, SGLC newsletter, etc.

Thank You,

Climate Survey Team