

DEPARTMENT OF PSYCHOLOGY

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PARTICIPANT INFORMATION SHEET EMPLOYEE

Project Title and aims:

The roles of newcomer socialisation practices employed by organisations and new employees in predicting subsequent employee engagement and job-related outcomes.

The research project aims to assess whether newcomer socialisation practices employed by the organisation and new employees are related to subsequent engagement levels of new employees and consequent outcomes such as job performance, organisational citizenship behaviour and turnover intentions.

About the Researcher:

My name is Supriya Siddiqui. I am working towards a Masters degree in Organisational Psychology at The University of Auckland under the supervision of Dr. Helena Cooper-Thomas and Dr. Ann Hutchison.

Research background:

Newcomer Socialisation is a mutual process between organisations and newcomers through which newcomers acquire behaviours, skills, attitudes and knowledge required to participate and integrate effectively as organisational members. Newcomers are either individuals completely new to an organisation or those that have moved into a new role. Employee engagement refers to the levels employees are involved physically, emotionally and cognitively at work. Research stipulates that employees who are focused, connected and can apply themselves to their job attain the best possible organisational outcomes such as performance or job satisfaction.

My research aims to study whether newcomer socialisation practices, used by both organisations and employees, are able to predict employee engagement and organisational outcomes such as job performance and turnover intentions in a New Zealand context.

I am seeking participants who are new to an organisation, or have taken up a new role within organisation after 1 May 2010. You have been identified by your employer as matching one of these criteria. You are invited to participate in my research and I sincerely appreciate you taking the time to complete this survey.

What is involved?

The questionnaires:

For this research, I would appreciate if you could complete two different online questionnaires. Each questionnaire is completed on a different occasion, six weeks apart; one at time 1 (T1) and one at time 2 (T2) (i.e. two questionnaires in total). Each questionnaire should take approximately 15 - 20 minutes to complete.

Questionnaire 1 and Questionnaire 2:

Both questionnaires are about your experiences as a new employee, your job satisfaction, and your general feelings toward the organisation. When you complete the **T1 questionnaire**, you will be asked to forward a questionnaire link to **two** colleagues that work closely with you (e.g. in your team/work group) so that they can complete a brief questionnaire about you. This questionnaire will include questions about your general behaviours as a newcomer and should take them approximately 10 minutes each to complete. You will be requested to provide your email address to be contacted for the T2 questionnaire (please see 'confidentiality and anonymity' section below).

After completing the **T2 questionnaire**, you will be asked to forward **(i)** a questionnaire link to **two** colleagues that work closely with you (as above); and **(ii)** a questionnaire link to your direct supervisor/manager so that he/she can complete a brief questionnaire that includes items about your general behaviours as a newcomer and your performance. This questionnaire should take your supervisor approximately 10 minutes to complete.

(Your supervisor's responses do not affect your organisational performance review in any manner – please see 'ethical issues' section below).

(It is requested that, if possible, you ask the same colleagues to complete the questionnaires at T1 and T2).

As this study measures data at two time points T1 and T2, you will be required to create a **unique code** for yourself at T1. **The code needs to consist of the first three letters of your mother's maiden name (e.g. sid) and the last three digits of your cell phone or work number (e.g. 757)** (thus example code is *sid757*).

You will need to use this code at T1 and T2 and also forward this code to your colleagues and supervisor at T1 and T2 along with their respective questionnaire links to enable them to complete their questionnaires.

(Please see 'ethical issues' section below for confidentiality and anonymity issues).

Participation incentive:

As an incentive for participation and a way of conveying thanks for your time, you will be entered into the draw to win one of eight \$30 Westfield vouchers on completion of questionnaires at both time points each (T1 and T2), if you give permission. This will require you to provide your e-mail address online so that you can be contacted confidentially if you win. Winners will be drawn by Dr Hutchison in December 2011.

Ethical issues:

Participation and withdrawal:

Participation in this study is entirely voluntary. You do not have to provide a reason for choosing not to participate. If you wish to withdraw your responses, you can email Rajni Herman (Administrative Assistant, Department of Psychology) on r.herman@auckland.ac.nz and provide your unique code and state you are the employee. This can be done until 10 October 2011 for T1 responses and 5 December 2011 for T2 responses, without specifying a reason. Rajni will then pass on your unique code to me, and your responses will be deleted from the dataset and will not be used while analysing results of the study.

Confidentiality and Anonymity:

We will undertake to maintain the strictest standards of confidentiality throughout the research. In any reporting of the research neither you nor your organisation will be identified. Your responses will not be disclosed to your colleagues, supervisor(s) or employer. We have agreement from your employer that your choice to participate or not, and potential responses to the questionnaires will not affect your relationship with your employer in any manner.

Provision of your code to your colleagues and your supervisor does **not** enable them to have access to your responses. The code is **solely** for the purposes of the research to match responses. All identifiable information will be removed from the data once matching is completed. E-mail addresses collected for the prize draw and to enable the researcher to contact you for the T2 questionnaire will be collected in a separate questionnaire after completion of the primary questionnaire and will be stored separately from the responses in order to maintain anonymity. E-mail addresses will be stored only until the end of the research project.

Data collected:

Data from the current research project will be kept for at least six years and might be used for future research projects by Dr. Cooper-Thomas and Dr. Hutchison. Data might be used in academic publications or presentations. Your employer will be provided with a summary of results based only on **overall** results of my research. In all cases, statistics and descriptions will be based on the overall results. Individual names, codes or scores, or any potential identifiable information from any of the questionnaires will **not** be published anywhere or shared with your employer/colleagues/supervisor. All data collected will be stored in an electronic file on password protected computers. All data will be collected and stored in accordance with the Privacy Act 1993.

Other:

The questionnaires can be completed at work during work hours or in your spare time.
(Your employer has permitted completion of the questionnaires during work hours)
You can request a summary of the results to be sent to you by indicating this on the questionnaire.

I would like to thank you very much for taking part in this research and really appreciate your time and effort.
If you are willing to take part in this research, please **click on the questionnaire link in your email** to complete the online questionnaire.

If you have any queries or comments, please feel free to contact Dr. Cooper-Thomas, Dr. Hutchison or myself at any stage during the research using contact details below.

Researcher	Co-Supervisor	Co-Supervisor	Head of Department (Psychology)
Supriya Siddiqui, Department of Psychology, The University of Auckland Cell phone: 021 207 7757, E-mail: ssid011@aucklanduni.ac.nz	Dr. Helena Cooper-Thomas, Department of Psychology, The University of Auckland Cell phone: 021 077 6696, Tel: (09) 373 7599 ext. 82833, E-mail: h.cooper-thomas@auckland.ac.nz	Dr. Ann Hutchison, Department of Management and International Business, The University of Auckland Business School Tel: (09) 923 6792, E-mail: a.hutchison@auckland.ac.nz	Dr. Doug Elliffe, Department of Psychology, The University of Auckland Tel: (09) 373 7599 ext. 85262, E-mail: d.elliffe@auckland.ac.nz

For any concerns of an ethical nature you may contact the Chair, The University of Auckland Human Participants Ethics Committee, The University of Auckland, Office of the Vice Chancellor, Private Bag 92019, Auckland 1142. Tel: (09) 373 7599 ext. 83711.

Yours sincerely,
Supriya Siddiqui