

Instructions for the banking industry “job-stress-analysis” online survey

What’s it about?

- The “job-stress-analysis” online survey is available to all financial-sector employees who forgo **time recording**.
- The survey gives participants an overview of their personal **stresses and resources in the workplace**.
- After completing the survey, all participants will immediately receive an **individual assessment**.
- This will help reduce **stress factors** and **strengthen resources** in a targeted manner.
- The survey is provided by the **social partners in the banking sector** in collaboration with the “Health Promotion Switzerland” foundation.
- Participation in the survey is **anonymous**.
- Employers and social partners **will not be able to identify** the participants.
- Employees are **invited** to take part in the survey **by their employer**.

How do you start the survey?

You’ll need a **personal login** to take part in the survey because participants will receive individual results after the survey that can be compared over several years together with recommended action.

How to take the survey:

1. www.fws-jobstressanalysis.ch (select language)
2. If this is the **first time you are taking part**:
 - Click on **“Register now”** and **create a personal login**
(Set your password and click on the automatically generated activation link that is sent to you by email)
 - Enter the **code** that was sent with the invitation to participate.
 - **Start** the survey
3. If you’ve **already taken part** before (the last survey was carried out in 2016/2017):
 - Click on **“Login”** (enter your **email address** and **password**
(if you cannot remember your password, click on “Forgot password”))
 - Enter the **code** that was sent with the invitation to participate.
 - **Start** the survey.

Completing the questionnaire

- You'll need to answer all the questions.
- Answer honestly and spontaneously.
- You can interrupt the survey at any time.
- Your progress is shown as a progress bar and as a percentage.
- After you have completed the survey, your personal feedback with specific tips will be created (click "View results"). You can view the results again at any time (after logging in with your username and password)

Anonymity/use of the data

- The data is stored and managed by Health Promotion Switzerland. Employers do not have access to employees' data/answers at any time.
- The social partners in the banking sector receive the results in anonymised form so that they do not have the ability to work out the identity of individuals. The data is used to analyse the psychosocial stress factors in the banking sector.
- Health Promotion Switzerland uses the data for scientific purposes, likewise without the ability to work out the identity of individuals.
- The personal results belong to the participants. Only they have access to their personal accounts.