

Lafayette College Activity Survey – Frequently Asked Questions

How long will it take to complete the Activity Study?

The Activity Study should take 15 minutes to an hour—the time it takes will depend on how varied your job responsibilities are. If you get to a point in the study in which you are “stuck” and unsure how to respond or navigate the tool, please reach out for help (see last question)!

What if I cannot remember everything I do throughout the year?

That’s ok – the assessment is trying to capture your activities throughout the year to the best of your ability. We recognize this is a challenge as certain activities often have different levels of importance throughout the year. Spending a few minutes thinking about your annual duties before you begin the survey can help-- sometimes using a calendar can help you remember what you spend time on during the year.

If I work more than 40 hours a week, how should I respond to the Activity Study?

If you work, on average, more than 40 hours a week, you should update the “Employee Data” tab to reflect this.

Can I start and stop the assessment?

Yes. You will be able to save your progress and come back to the assessment later. Once you push the “submit button,” you will need to give us a call to change your responses.

What should I do if I just started in a new role?

If you are new to your role, estimate time spent on activities in your current role – you may want to refer to your position description and related onboarding materials, and/or have conversations with your supervisors, to complete the assessment to reflect how you expect to spend your time.

What should I do if I don’t see my job activities listed in the study?

There is an opportunity to enter “Other” activities throughout the assessment, which you can use to add duties not listed. If you use the “Other” box, please list the duties in the category in response to the question on “Other” activities on the “General Questions” page (final question on this list).

If I have questions, technical difficulties or accidentally submitted my assessment, who do I contact?

If you have any questions or need assistance, please contact:

Adebisi Adebowale | adadebowale@deloitte.com | 610.330.5378