

## About the Document

<b>name</b>	EE-3920-M. Employee Feedback Form
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	A form that captures employee feedback and/or questions. Used for: <ul style="list-style-type: none"> <li>◆ Submitting a general suggestion or feedback.</li> <li>◆ Submitting a question for the next all-staff meeting.</li> </ul>
<b>who uses it</b>	Any employee wanting to provide a suggestion or feedback, or ask a question

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.

## Instructions

1. Save a copy of the blank form template.
2. On your saved copy, complete the fields in the **Employee Feedback** section. You can ignore the **Completed by Administration** section—this is for CUSTOMIZER: Insert title or department that will receive and take action on the feedback to record the action taken on your feedback.
3. Email the completed form to CUSTOMIZER: Insert title, for example - Executive Assistant or HR, or print the form and CUSTOMIZER: EXAMPLE - drop in their mail slot.