About the Document

name	EE-3920-M. Employee Feedback Form
owner	HR
access & use	All Staff
what it is	A form that captures employee feedback and/or questions. Used for: ◆ Submitting a general suggestion or feedback. ◆ Submitting a question for the next all-staff meeting.
who uses it	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.

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