

## About the Document

<b>name</b>	EE-HR-3910-M. Employee Survey Questionnaire
<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to HR
<b>what it is</b>	<ul style="list-style-type: none"> <li>◆ A form template for an employee survey questionnaire</li> <li>◆ Used for soliciting feedback from employees about their work experience</li> </ul>
<b>who uses it</b>	HR modifies this template to create employee survey forms

## 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.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste to add:
  - New sections or tables to the form. To preserve the formatting in your document when copying and pasting, click the small arrow beneath the **Paste** command and then select either the **Keep Source Formatting** (paintbrush) or the **Merge Formatting** (blue arrow) option.
  - Additional rows to the tables. To maintain the correct formatting when pasting, click the small arrow beneath the **Paste** command and select the **Insert as New Rows** option.

## Instructions

The Employee Survey Questionnaire is written as a script for creating an online survey. It could be easily modified to be completed as a Word file or even on paper, but collection and analysis of responses would be much harder. Save yourself the time and effort—take advantage of one of the free, online survey tools available and have your employees do all surveys online.



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