



Date: DD/MM/YYYY

Introduction

The Company's top goals include:

1. Providing employees with an interesting, challenging, and rewarding place to work.
2. Being recognized as a great place to work.
3. Running a profitable business.

To help us meet these goals, we are asking for your feedback.

This employee survey was designed to obtain feedback regarding your personal work experience.

All answers remain anonymous and are only seen by Example: an outside HR Consultant, Example: Name of Consultant, who will provide a summary report to management after the survey has been completed. The survey results will also be shared with staff.

About the Survey

- ◆ This survey consists of insert # questions and should take approximately insert # minutes to complete. It is highly recommended that you complete the survey in one sitting, in a block of uninterrupted time.
- ◆ Responses that include individuals' names will not be included in the final report.
- ◆ This survey will be closed at midnight on insert deadline date. Please be sure to answer all questions by then so that you have an opportunity to provide your input.

When Completing the Survey

- ◆ We ask that you be honest, constructive, and solution-based with your answers.
- ◆ We ask that you look at solutions from an individual as well as a business perspective. Let us know how we can best make improvements that would help ensure the Company's success, as well as enhance your personal work experience. In essence, we ask that you answer the questions in the context of "*what you would do if you were responsible for running the business, or your department, while being accountable for its overall results*".
- ◆ We believe that if the business is successful, it's due to the sum of our contributions and we'll all benefit.
- ◆ If you have any questions when completing this survey, you are welcome to contact insert name at insert phone number or by email at insert email.

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The Survey

Your Department

1. Which of the following best describes your job function?

<input type="checkbox"/>	Example: Finance/Admin/HR/IT
<input type="checkbox"/>	Example: Sales & Marketing
<input type="checkbox"/>	Example: Production
<input type="checkbox"/>	Example: Operations
<input type="checkbox"/>	Example: Customer Service
Comments	

Your Performance

***2. I am clear about what I need to do and how my job performance is evaluated.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

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***5. There are opportunities for career advancement and professional growth.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

***6. I am encouraged to update and/or enhance my skills.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

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***9. Overall, my physical working environment and tools allow me to be productive (i.e. space to focus without distractions, furniture, computer equipment, temperature, lighting, etc.).**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

***10. Overall, I am stimulated, challenged, and satisfied in my job.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

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***13. The 3 words I would use to describe our culture are:**

--	--	--

***14. Overall, we have a good culture at the Company.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

Your Current Manager/Supervisor

***15. My current manager ensures that I am recognized and appreciated when I do a good job.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

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***18. I feel motivated and supported by my current manager.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

What's Important to You

This section will help us understand what's most important to you as it relates to your work.

***19. Suppose you had to allocate 100 points to the following components that make up your total work experience (excluding base salary). Where would you allocate those points?**

Based on their importance to you, please rank the following individual components to equal 100 points.

- ◆ For example, if health benefits are most important to you, you will allocate more points to health benefits than to other components.
- ◆ You may allocate all points to one or a few components and leave the rest blank, or spread out the points if they are all important to you in some way – provided the sum equals 100.

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20. If you allocated points to "Other" in the previous question, please provide details below.

Other 1	
Other 2	
Other 3	
Comments	

Communication

*21. Please let us know how we can best improve communication by choosing 2 of the following answers.

<input type="checkbox"/>	Quarterly staff meetings ('All Hands' meetings)
<input type="checkbox"/>	Round tables with senior management
<input type="checkbox"/>	Intranet
<input type="checkbox"/>	All-staff weekly email update
<input type="checkbox"/>	Increased communication from my manager
<input type="checkbox"/>	Other (specify in Comments)
Comments	

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Open-Ended Questions

- ◆ Consider the following questions carefully, and provide any comments and/or suggestions you may have.
- ◆ Be honest and constructive in your comments. If a specific issue concerns you, recommending a possible solution would be most valuable.
- ◆ Since the actual wording of your written comments will be included in the final report, do not include any specific information that would identify your or others.

***24. Identify at least 1 thing we should be doing to enhance your work experience at the Company.**

1	
2	
3	
Comments	

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Comments

***28. If you could change only 1 thing at the Company, what change would you make?**

1	
Comments	

Summary

***29. Overall, I am satisfied working at the Company.**

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree
Comments	

***30. I am motivated to do all it takes to ensure the Company is successful.**

If you answer "Disagree" or "Strongly Disagree", please tell us why you feel this way in the Comments.

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree

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Comments

The End

This is the end of the survey.

We thank you for your time and feedback!