**Employee Engagement and Satisfaction Survey**

This Employee Engagement and Satisfaction survey is designed to gather your employees’ responses in 6 dimensions of employee engagement:

1. Trust & Transparency
2. Management (Delegation & Feedback)
3. Career Development
4. Rewards & Recognition
5. Connection & Communication
6. Work/Life Balance

Our company is committed to our employees and we would like your feedback about how the company can be a better workplace. Please take 10-15 minutes to give your anonymous feedback about how well we’re doing and how we can be better. **All responses will be anonymous.**

Please rate each of the statements below according to the following scale:

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| --- | --- | --- | --- | --- |
|  **0**  | **1** | **2** | **3** | **4** |
| **Completely Disagree** | **Somewhat Disagree** | **Neither Agree** **nor Disagree** | **Somewhat Agree** | **Completely** **Agree** |

**1. Trust & Transparency**

Please rate your level of agreement with the following statements which help evaluate the levels of trust at our company.

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| **Trust & Transparency** | **Score (0-4)** |
| I understand how our company makes money. |  |
| I understand how my work impacts the company’s overall performance. |  |
| At work, my opinions seem to count. |  |
| I have authority to make decisions that allow me to do my job more effectively. |  |
| Leaders do a good job communicating and explaining the reasons behind key decisions. |  |
| People within our office always treat each other with respect. |  |
| In our company, people keep their commitments to each other. |  |
| My coworkers are committed to doing quality work. |  |
| Leaders are role models and coworkers look up to and respect them. |  |
| The values that our company publicly states are at work inside the company. In other words, “we are who we say we are.” |  |
| Trust & Transparency Subtotal |  |

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| Tell us more about the levels of trust and transparency at our company. **(Optional)** |
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**2. Management (Delegation & Feedback)**

Thinking about your current manager, please rate your level of agreement with the following statements.

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| **Management (Delegation & Feedback)** | **Score (0-4)** |
| I know what is expected of me at work. |  |
| I have the equipment, tools and training I need to do my work effectively. |  |
| I have input when setting my goals and know exactly how my performance is measured. |  |
| I feel free to express my feelings and opinions candidly with my manager about work-related issues without fear of consequences. |  |
| My manager gets the best work from everyone at the company. |  |
| My manager provides regular feedback about the quality of my work. |  |
| My manager actively eliminates hurdles (e.g. poor clients, toxic coworkers, etc.) that get in the way of my success. |  |
| I understand how my manager’s performance is measured and how I can help her/him achieve goals. |  |
| Management (Delegation & Feedback) Subtotal |  |

Tell us more about your relationship or interaction with your manager. **(Optional)**

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**3. Career Development**

Please rate your level of agreement with the following statements which ask you to respond to your opportunities to learn and grow at our company.

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| **Career Development** | **Score (0-4)** |
| Most of the work I’m given is challenging rather than repetitive. |  |
| I have the opportunity to assume leadership roles on engagements and/or in my team. |  |
| I am provided with the training and support I need to excel in my career. |  |
| Someone at work encourages my development. |  |
| I am required, not just encouraged, to learn and develop new skills. |  |
| I am aware of career advancement opportunities in my company and understand how to achieve those of interest to me. |  |
| In the last six months, I have talked to a manager or mentor about my career development. |  |
| Career Development Subtotal |  |

Tell us more about career development opportunities at our company. **(Optional)**

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**4. Rewards & Recognition**

Please rate your level of agreement with the following statements about our pay, perks and appreciation.

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| **Rewards & Recognition** |  **Score (0-4)** |
| Our company formally recognizes employees who demonstrate outstanding performance in areas that the company values. |  |
| I feel appreciated at work. |  |
| In the last month, my manager or other company leadership has responded positively to work I’ve done well. |  |
| I am rewarded for providing high quality service(s) to clients. |  |
| Employee promotions are based on fair and objective criteria and I am aware of these criteria. |  |
| People at my company are paid well compared to industry standards for similar work. |  |
| My manager knows those rewards that I most value and she/he ties those specific rewards to my performance. |  |
| People are paid commensurate to their contribution to the overall success of the company. |  |
| Rewards & Recognition Subtotal |  |

Tell us more about the rewards and recognition at our company. **(Optional)**

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**5. Connection & Communication**

Rate your level of agreement with the following statements about how connected you feel to your work, your team and our company.

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| **Connection & Communication** |  **Score (0-4)** |
| The people in my company work well together as a team. |  |
| I feel loyal to my manager. |  |
| My work has special meaning; it’s not ‘just a job.’ |  |
| The company’s values and mission resonate with my personal values. |  |
| Our leaders are in touch with the needs and concerns of employees. |  |
| Our company positively impacts our local community. |  |
| I know my manager as a person, not just as a leader. |  |
| Our leaders encourage a fun and enjoyable company culture. |  |
| People at work care about me as a person. |  |
| I am proud to say I work for my company. |  |
| Connection & Communication Subtotal |  |

Tell us more about the connections you have at work, your teammates and our company. **(Optional)**

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**6. Work/Life Balance**

Please rate your levels of agreement with the following statements about our company’s work/life balance.

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| **Work/Life Balance**  |  **Score (0-4)** |
| The amount of work I am asked to do is fair and reasonable. |  |
| My job gives me flexibility to meet the needs of both my professional and personal life. |  |
| Our culture supports my health and wellbeing.  |  |
| Virtual and flexible work arrangements are available at my company. |  |
| Using personal benefits will not hurt my career or growth opportunities. |  |
| I witness the company’s leadership maintaining a healthy work/life balance. |  |
| Work/Life Balance Subtotal |  |

Tell us more about work/life balance at our company. **(Optional)**

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Please rank the following dimensions of engagement, **‘1’ through ‘6’** according to their importance to you as an employee. Give a ‘1’ to the factor that is most important to you, a ‘2’ to the second most important factor and so on. All factors must be assigned a number, 1 – 6.

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| --- | --- |
| **Dimension of Engagement -** *(1 is most important and 6 least important)* |  **Score (1-6)** |
| **Trust & Transparency**: Working in an environment where information is shared and people act with integrity and respect. |  |
| **Management (Delegation & Feedback)**: Working with managers who lead, guide and give feedback to employees.  |  |
| **Career Development**: Having opportunities to learn and develop skills necessary to advance on an established career path. |  |
| **Rewards & Recognition**: Being compensated and appreciated according to my contribution to the company. |  |
| **Connection & Communication**: Feeling that I am a part of something bigger, and connecting with employees and clients on a social and emotional level. |  |
| **Work/Life Balance**: Having flexibility to strike a healthy balance between professional and personal interests. |  |

In your opinion, what other factors make our company a great place to work? **(Optional)**

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What three wishes do you have for our company? **(Optional)**

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*Thank you for your responses. They will help make our company a better place to work. Your results will be analyzed and shared with the HR Team as well as the upper management, and rest assured that we are committed to taking actions on our results.*

Regards,

[Company name]