

# Employee Opinion Survey



Please complete the following survey. The purpose of this survey is to assist us in determining what needs to be established or changed in order to support the continued growth of our organization. We ask that you be totally candid with your answers and we want you to know that all the information received will remain **STRICTLY CONFIDENTIAL**. We plan to compile the data and summarize the results for everyone but there will be no names attached to any of this data. We believe that this is an important step in reaching our goal of making this organization the best that it can be.

As you read through the survey, please circle your answer or provide an answer where indicated. Comments are greatly appreciated. If you require more space for your comments, please attach a separate page.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**(Optional)**

**(Optional)**

Department:

\_\_\_\_\_

**(Required)**

1. How long have you been employed by us?

\_\_\_\_\_

2. What initially attracted you to the company?

\_\_\_\_\_

\_\_\_\_\_

3. Why do you stay with the company?

\_\_\_\_\_

\_\_\_\_\_

4. How would you describe our Company's culture?

\_\_\_\_\_

\_\_\_\_\_

5. How would you describe this Company to a friend?

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6. What has been the most significant change within the organization since you were hired?

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7. How do you define personal success as it relates to working for this company?

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8. What is the single most important personal characteristic an employee must possess to be successful here?

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9. What is the single most professional characteristic an employee must possess to be successful here?

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10. Describe how the company does or doesn't support you in your pursuit of personal and professional success.

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11. How would you rate your performance this past year?

Outstanding     Above Average     Satisfactory     Needs improvement

12. Does the management of this company share this opinion regarding your level of performance?

Yes     No     Don't know

If yes, how do you know?

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13. How do you know what is expected of you?

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14. What is the company's primary mission?

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15. What are the top three goals the Company has established this year in order to achieve its objectives?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

16. If you were placed in the role of managing the entire company for a year without any restrictions, what would you do/change?

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17. Please describe your feelings in regard to communications with the company.

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18. What does the term "total compensation" mean to you?

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19. How do you feel about your "total compensation" package?

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20. What do you think of the company's benefits package?

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21. What benefits would you like to see added or subtracted?

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22. Please complete the following statements:

When I come into work in the morning I am \_\_\_\_\_

When I leave work at the end of the day I am \_\_\_\_\_

What I really like about this company is \_\_\_\_\_

What I really dislike about this company  
is \_\_\_\_\_

23. Does your job description accurately describe your position?

Yes       No

24. Do you feel there are opportunities for advancement with this Company?

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25. Have you received any training which has helped with your professional development (if yes, please describe)?

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Please put a check next to the training programs that would be of interest to you (or for your staff) and indicate whether the training is high (H), medium (M) or low priority (L) and elaborate where necessary.

Yes	Training Program	Priority			Comments
		High	Med	Low	
	<b>Orientation</b>				
	<b>Team-building</b>				
	<b>Customer Service Skills</b>				
	<b>Management Development</b>				

**Human Resource Management**

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**Interviewing Skills**

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**Sexual Harassment**

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**Safety**

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**Conflict Resolution**

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**Job Specific Skills**

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**Other:**

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**PLEASE CHECK TRUE OR FALSE (COMMENTS ARE APPRECIATED):**

**Quality of Work Life**

<b>T</b>	<b>F</b>	<b>Comment(s)</b>
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		<b>My work environment is adequate</b>
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		<b>My work environment is safe</b>
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		<b>I'm provided with the tools I need to do my job</b>
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		<b>My work is challenging and stimulating</b>
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		<b>The supervision I receive is motivating</b>
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		<b>I am respected by my co-workers</b>
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		<b>I am respected by management</b>
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**My manager recognizes my contributions**

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**The company listens to my suggestions**

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**I would recommend the company to a friend for employment**

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**The company trusts me**

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**I have a good work/life balance**

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**COMPENSATION AND BENEFITS**

<b>T</b>	<b>F</b>	<b>Comment(s)</b>
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		<b>I know where to get questions answered</b>
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		<b>The bulletin boards are very informative</b>
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		<b>The employee newsletter is very informative</b>
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		<b>I receive the information I need about policies and procedures</b>
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		<b>My supervisor outlines clear goals and objectives</b>
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		<b>The performance review process is meaningful to me</b>
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		<b>We have a formal and effective process to resolve conflicts</b>
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I feel comfortable talking to my supervisor about problems or concerns

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The criticism I receive is usually constructive

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I am adequately informed about company goals

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I am adequately informed about the company's performance

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**PROFESSIONAL GROWTH**

T	F	Comment(s)
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		I expect to remain with the company for another year
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		I expect to remain with the company for another 5 years
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		I expect to remain with the company for another 10 years
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		I expect to be able to grow professionally with the company
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		I know what opportunities for advancement exist for me at the company
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		Management knows what my career objectives are relative to the company
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**Additional Comments:**

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