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?

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

_____

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?

_____

_____

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

_____

14. What is the company’s primary mission?

_____

_____

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?

_____

_____

_____

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

_____

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

_____

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?

_____

_____

_____

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

_____

_____

_____

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	
	Orientation				
	Team-building				
	Customer Service Skills				
	Management Development				

	Human Resource Management
	Interviewing Skills
	Sexual Harassment
	Safety
	Conflict Resolution
	Job Specific Skills
	Other:

PLEASE CHECK TRUE OR FALSE (COMMENTS ARE APPRECIATED):

Quality of Work Life

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

My manager recognizes my contributions			
The company listens to my suggestions			
I would recommend the company to a friend for employment			
The company trusts me			
I have a good work/life balance			

COMPENSATION AND BENEFITS

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

I feel comfortable talking to my supervisor about problems or concerns			
The criticism I receive is usually constructive			
I am adequately informed about company goals			
I am adequately informed about the company’s performance			

PROFESSIONAL GROWTH

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

Additional Comments:

_____