

Employee Survey Template

Inform your workforce planning and company culture with direct insights from your employees. With our customizable employee survey, ask your employees questions focused on productivity, engagement, retention, and areas that are culture-specific to your company's needs. Measure the results against your profitability and your operational and business data for a comprehensive picture.

Satisfaction

1. My manager recognizes my contributions at work.

Strongly agree Agree Unsure Disagree Strongly disagree

2. My management team sets clear goals and expectations.

Strongly agree Agree Unsure Disagree Strongly disagree

3. I feel respected by my direct supervisor.

Strongly agree Agree Unsure Disagree Strongly disagree

4. I often receive timely feedback from my manager.

Strongly agree Agree Unsure Disagree Strongly disagree

5. I feel comfortable sharing upward feedback with my manager.

Strongly agree Agree Unsure Disagree Strongly disagree

Retention

1. How many years have you been with [Company]?

2. If you were to leave this company tomorrow, what would your reason be?

3. I feel like I'm progressing professionally in this role.

Strongly agree Agree Unsure Disagree Strongly disagree

Productivity

1. Please list any barriers that impede progress on your daily tasks and goals (e.g., long approval process, distracting work environment, etc.).
2. How many PTO days (including sick days) did you claim this calendar year?
 None 1–10 11–15 16–20 21 or more
3. How many days did you come in to the office when you were sick this calendar year?
 None 1–2 3–5 6 days or more
4. I have access to the resources I need to do my job well.
 Strongly agree Agree Unsure Disagree Strongly disagree
5. I have access to the learning and development needed to do my job well.
 Strongly agree Agree Unsure Disagree Strongly disagree
6. The process and systems at [Company] allow me to work efficiently.
 Strongly agree Agree Unsure Disagree Strongly disagree

Engagement

1. My manager often acts on my ideas and includes me in the workflow and decision-making process.
 Strongly agree Agree Unsure Disagree Strongly disagree
2. What motivates you to go above and beyond at work?
3. What kind of training would you like to receive to reach your career goals?
4. I feel like my role here has a purpose.
 Strongly agree Agree Unsure Disagree Strongly disagree
5. Please list what we should keep doing, start doing, and stop doing as an organization.

Culture

On a scale of 1–5, with 1 as the least satisfied and 5 the most satisfied, please individually rank each item on the list:

1. Health care and life-stage benefits

1 2 3 4 5

2. Opportunity to grow

1 2 3 4 5

3. Opportunity to learn new things

1 2 3 4 5

4. Opportunity to communicate openly

1 2 3 4 5

5. Trust toward management

1 2 3 4 5

6. Ability to generate new ideas

1 2 3 4 5

7. Level of responsibility

1 2 3 4 5

8. Workplace and the atmosphere

1 2 3 4 5