



# Employee Engagement Survey Template

## How to Use

- Anonymous is recommended; collect only team/location if needed.
- Scale: 1–5 (Strongly Disagree → Strongly Agree) + a few open-ended prompts.
- Timing: 2×/year; share themes & actions within 30 days.
- Target time: 10–15 minutes; mobile-friendly.

## Core Questions (1–5)

1. I understand the company's mission and how my work contributes to it.
2. I know what is expected of me at work.
3. I have the tools and resources I need to do my job well.
4. I receive useful feedback that helps me improve.
5. My manager supports my growth and development.
6. Communication here is open and honest.
7. I feel respected and included by my team.
8. I would recommend this company as a great place to work.

## Open-Ended

1. What's one thing we should start doing?
2. What's one thing we should stop doing?
3. What's one thing we should continue doing?
4. Any other comments?

## Optional Demographics (keep minimal)

1. Department/Team
2. Location/State
3. Tenure (0–6m, 6–12m, 1–3y, 3y+)

## Action Planning Worksheet (for managers)

1. Team/Dept
2. Date
3. Top 3 themes
4. Actions & owners
5. Follow-up date; Status

