Employee engagement survey template

An **employee engagement** survey helps measure how engaged and motivated employees are within your company. It provides insights into factors affecting employee satisfaction, productivity, and overall work environment, enabling you to make informed decisions to enhance engagement.

Employee engagement survey questions for copy & paste:

Intro message: *Thank you for being a vital part of our team! We are committed to creating an engaging and supportive work environment. To help us understand how engaged you feel and identify areas for improvement, please answer the following questions:*

1. *How motivated do you feel to go above and beyond your job responsibilities?*
   (Please select one)
     - 1 - Not at all motivated
     - 2 - Slightly motivated
     - 3 - Moderately motivated
     - 4 - Very motivated
     - 5 - Extremely motivated

2. *How satisfied are you with the communication and feedback you receive from your manager?*
   (Please select one)
     - 1 - Very dissatisfied
     - 2 - Dissatisfied
     - 3 - Neutral
     - 4 - Satisfied
     - 5 - Very satisfied

3. *How do you feel about your work-life balance?*
    (Please select one)
    - ○ 1 - Very poor
    - ○ 2 - Poor
    - ○ 3 - Average
    - ○ 4 - Good
    - ○ 5 - Excellent

4. *Do you feel like your work is valued and recognized by the company?*
    (Please select one)
    - ○ 1 - Not at all
    - ○ 2 - Slightly
    - ○ 3 - Moderately
    - ○ 4 - Very much
    - ○ 5 - Absolutely

5. *What is one thing we could do to improve your overall engagement and satisfaction?*
    (Open-ended response)

Thank you message: *Thank you for taking the time to provide your feedback! Your insights are crucial in helping us create a more engaging and supportive work environment. If you have any additional comments or suggestions, please let us know. We appreciate your time and dedication to improving our workplace!*

How to analyze employee engagement feedback:

Quantitative data (dating analysis):

1. **Calculate average scores:**
    - ○ For each question, calculate the average score to understand overall engagement levels.

2. **Identify trends:**
    - ○ Look for patterns or trends in responses across different questions to identify areas of strength and opportunities for improvement.

Qualitative data (open-ended responses):

- **Identify key themes:** Review open-ended responses to find common suggestions or concerns that could be addressed to improve engagement.

- **Actionable insights:** Use the feedback to implement changes or initiatives that can enhance employee satisfaction and motivation.

Example

Quantitative data:

Out of 100 respondents:

- *Motivation:* Average score = 4.2
- *Communication:* Average score = 3.8
- *Work-Life Balance:* Average score = 3.5
- *Recognition:* Average score = 4.0

Qualitative data:

Review comments for specific feedback:

- **Common themes:** Suggestions for better communication channels or more recognition programs.

- **Areas for improvement:** Need for more flexible working options or better support from management.

Interpreting employee engagement feedback:

- **High engagement scores:** Indicates that employees are generally motivated, satisfied, and feel valued, suggesting a positive work environment.

- **Moderate engagement scores:** Indicates areas where improvements are needed, such as communication or work-life balance.

- **Low engagement scores:** Signal significant issues that need to be addressed to enhance employee satisfaction and engagement. Focus on actionable insights to improve the overall work environment.