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Employee

SURVEY TEMPLATES

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Foreword:

Employee surveys help HR teams understand their team’s needs, engagement levels, and feelings about the company.

To get the best insights, you need to ask the right questions.

Below are some useful employee survey questions, plus a list of questions to inform your next survey.



EMPLOYEE SURVEY TEMPLATES:

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Survey question formats

- **Yes/no questions**

Best for simple, clear-cut answers.

You can add optional feedback boxes where employees can explain their answers.

Example yes/no questions:

- Do you work in a leadership role?
- Do you regularly get the bus to work?
- Do you use the staff room often?

- **Sliding scale questions**

Best for measuring levels of agreement, typically answered on a scale of 1-5

Example sliding scale questions:

How strongly do you agree with the following statement: “I feel highly motivated at work”

- 1 = Strongly disagree
- 2 = Somewhat disagree
- 3 = Neither agree nor disagree
- 4 = Somewhat agree
- 5 = Strongly agree

How satisfied do you feel with the training you received?

- 1 = Very dissatisfied
- 2 = Dissatisfied
- 3 = Somewhat satisfied
- 4 = Satisfied
- 5 = Very satisfied

- **Open-ended questions**

Best for questions that require detailed feedback and suggestions.

Use these sparingly, as these questions take more time to answer, meaning you'll likely generate fewer responses.

Example open-ended questions:

- How could we improve our parental leave policy?
- What would make you more likely to stay at the company for the next three years?

Employee survey templates

Below, you'll find general templates for the most popular kinds of employee surveys.

We've included additional questions that you may find helpful.



Employee engagement

→ SURVEY TEMPLATE

- Measure how engaged employees feel with their roles and with the company.

1. How engaged do you feel with your daily tasks?

- 1 = Highly disengaged
- 2 = Disengaged
- 3 = Somewhat engaged
- 4 = Engaged
- 5 = Highly engaged

2. Do you feel that your work is valued by the organisation?

- Yes • No

[please explain your answer]

3. How likely are you to recommend our company as a good place to work?

- 1 - Highly unlikely
- 2 - Unlikely
- 3 - Somewhat likely
- 4 - Likely
- 5 - Highly likely

4. Do you have the tools and resources you need to perform your job effectively?

- Yes • No

[please explain your answer]

5. What can we do to improve your experience at work?

[write your answer here]

EXTRA QUESTIONS

- How motivated do you feel to go above and beyond in your role?
- Do you believe your contributions directly impact the company's success?
- How frequently do you receive recognition for your work?
- What could be improved to enhance your experience at work?
- How often do you have opportunities to share your ideas?
- How satisfied are you with your current workload?
- Do you feel there is room for growth in your role?
- How supported do you feel by your manager and peers?
- How well do your daily tasks align with your strengths?
- Do you feel that your work-life balance is respected by the company?

Employee satisfaction

➔ SURVEY TEMPLATE



- Assess how content employees are with various aspects of their job, such as the work environment, management, and benefits.

1. How satisfied are you with your current role?

- 1 = Very dissatisfied
- 2 = Dissatisfied
- 3 = Somewhat satisfied
- 4 = Satisfied
- 5 = Very satisfied

2. Do you feel that management listens to your concerns?

- Yes
- No

[please explain your answer]

3. How would you rate your work-life balance?

- 1 - Terrible
- 2 - Poor
- 3 - OK
- 4 - Good
- 5 - Excellent

4. What do you like most about working here?

[write your answer here]

5. What changes would make your job more satisfying?

[write your answer here]

EXTRA QUESTIONS

- Do you feel fairly compensated for your work?
- How satisfied are you with opportunities for growth and advancement?
- Do you have the support you need from your manager?
- How well do you feel your job aligns with your career goals?
- How comfortable are you raising concerns or suggestions?
- How satisfied are you with the level of autonomy you have in your role?
- How clear are your job expectations and goals?
- What makes you proud to work for this company?
- How well do you understand the company's goals and objectives?
- How often do you feel stressed at work?

Culture and values

➔ SURVEY TEMPLATE

- Evaluate how well the company's values align with employees' experiences, and what employees think of the company culture.

1. On a typical day, how happy do you feel at work?

- 1 = Very unhappy
- 2 = Unhappy
- 3 = Somewhat happy
- 4 = Happy
- 5 = Very happy

2. Rate the following statement:

I would feel confident to report bullying if I encountered it at work

- 1 = Strongly disagree
- 2 = Disagree
- 3 = Somewhat agree
- 4 = Agree
- 5 = Strongly agree

3. How would you describe what it's like to work at our company?

Provide as much detail as you'd like to.

[write your answer here]

4. One of our core values is 'create an environment where everyone feels welcome.' (Replace this with a core value of your own.) Do you think the company upholds this value?

- Yes
- No

 [please explain your answer]

5. What changes could we make to make our company culture more positive?

[write your answer here]

EXTRA QUESTIONS

- How aligned do you feel with the company's core values?
- Do you believe the company prioritises ethical behaviour?
- Do you feel comfortable expressing your opinions at work?
- How inclusive is our workplace culture?
- What would make you feel more connected to the company's goals?
- Are the company's core values clear to you?
- How well do leaders in the company model our core values?
- How open do you feel the company is to new ideas?
- How can we do a better job at living our values?
- How proud are you to work for this company?

Employee onboarding

➔ SURVEY TEMPLATE

- **Gather feedback from new hires about their onboarding experience and how well they were integrated into the company.**

1. Was your onboarding process well-organised?

- Yes • No

[please explain your answer]

2. How clearly were your job responsibilities explained during onboarding?

- 1 - Not at all clearly
- 2 - Not very clearly
- 3 - Somewhat clearly
- 4 - Clearly
- 5 - Very clearly

3. Do you feel equipped with the knowledge you need to succeed in your role?

- Yes • No

[please explain your answer]

4. What was the most helpful part of your onboarding experience?

[write your answer here]

5. How could we improve the onboarding process?

[write your answer here]

EXTRA QUESTIONS

- Did you feel welcomed by your team?
- How easy was it to access the resources you needed?
- Was our company culture clearly communicated during onboarding?
- What would have made your first few weeks easier?
- Were your job expectations clearly communicated?
- Did your onboarding include all the necessary training?
- Do you feel that you were introduced to the right people?
- What additional resources would have helped you during onboarding?
- How well do you understand the company's structure and teams?
- How clear were the next steps after your onboarding period?

Exit

→ SURVEY TEMPLATE



- Understand why employees are leaving the company and identify opportunities to improve retention.

■ 1. What motivated your decision to leave?

[write your answer here]

■ 2. How satisfied were you with your experience at the company?

- 1 = Very dissatisfied
- 2 = Dissatisfied
- 3 = Somewhat satisfied
- 4 = Satisfied
- 5 = Very satisfied

■ 3. Did you have the support you needed to perform your job effectively?

- Yes • No [please explain your answer]

■ 4. What could the company have done differently to keep you as an employee?

[write your answer here]

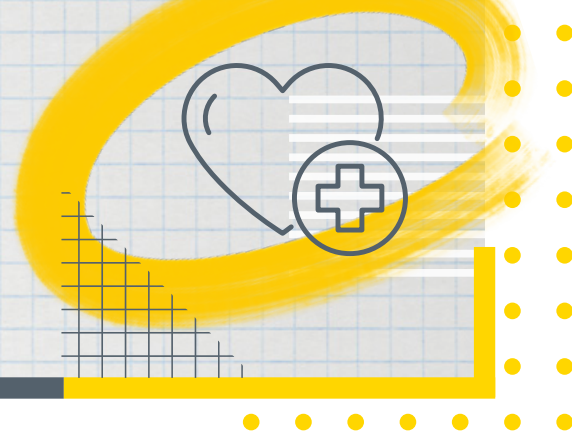
■ 5. How likely are you to recommend this company to others as a good place to work?

- 1 = Highly unlikely
- 2 = Unlikely
- 3 = Somewhat likely
- 4 = Likely
- 5 = Highly likely

■ EXTRA QUESTIONS

- How satisfied were you with leadership and management?
- What could the company improve for current employees?
- How valued did you feel during your time here?
- Do you believe the company communicated clearly with you?
- How supportive was your manager during your time here?
- What did you enjoy most about working here?
- What could the company improve about the work environment?
- How well did the company recognise and reward your contributions?
- How respected did you feel by your peers?
- Would you consider returning to the company in the future?

Employee wellness



➔ SURVEY TEMPLATE

- Assess the impact your workplace culture has on the overall well-being of your employees, including their physical and mental health.

1. How often do you feel stressed at work? (1-5)

- 1 = Very often
- 2 = Often
- 3 = Somewhat often
- 4 = Rarely
- 5 = Very rarely

2. Do you feel comfortable discussing mental health issues at work?

- Yes
- No

[please explain your answer]

3. What could the company do to improve your physical or mental wellbeing?

[write your answer here]

4. Do you feel pressure to work when you're unwell?

- Yes
- No

[please explain your answer]

5. What do you think is the most significant barrier to wellness at work?

[write your answer here]

EXTRA QUESTIONS

- Do you feel the company encourages a healthy lifestyle?
- How often do you take breaks during the workday?
- How often do you engage in wellness activities offered by the company?
- How well does the company support your physical health?
- What wellness resources would you like the company to offer?
- How would you describe your energy levels at work?
- How often do you feel burnt out?
- How satisfied are you with the company's support for mental health?
- How could the company help improve your work-life balance?
- Do you feel encouraged to take time off when needed?

➔ SURVEY TEMPLATE

- Gather quick, real-time employee insights into employee sentiment on specific topics, often used for tracking engagement, satisfaction, or reactions to recent changes.

■ 1. How happy did you feel at work this week?

- 1 = Very unhappy
- 2 = Unhappy
- 3 = Somewhat happy
- 4 = Happy
- 5 = Very happy

■ 2. What's the biggest challenge you're facing this week?

[write your answer here]

■ 3. How productive did you feel this week?

- 1 = Very unproductive
- 2 = Unproductive
- 3 = Somewhat productive
- 4 = Productive
- 5 = Very productive

■ 4. How could you have been better supported at work this week?

[write your answer here]

■ 5. How well do you understand the goals for the upcoming XYZ project? (Replace this with your own project name.)

[write your answer here]

■ EXTRA QUESTIONS

- Do you feel the team is working well together?
- Do you feel any work-related stress this week?
- How satisfied are you with the communication this week?
- How recognised do you feel for your efforts this week?
- How optimistic are you about the upcoming week?
- How comfortable are you with your current workload?
- How would you describe your stress levels this week?
- What has been the highlight of your week?
- How well did you feel connected with your colleagues this week?
- How do you feel about your work-life balance this week?

Diversity and inclusion



➔ SURVEY TEMPLATE

- Assess how inclusive the workplace is and how diverse perspectives are valued and supported.

1. How well do you feel the company promotes diversity and inclusion?

- 1 = Very poorly
- 2 = Poorly
- 3 = OK
- 4 = Well
- 5 = Very well

2. Do you feel comfortable expressing your unique perspective at work?

- Yes • No

[please explain your answer]

3. Have you witnessed or experienced discrimination in the workplace?

- Yes • No

[please explain your answer]

4. What could the company do to improve diversity and inclusion?


[write your answer here]

5. How likely are you to recommend this company based on its inclusivity?

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Somewhat likely
- 4 = Likely
- 5 = Very likely

EXTRA QUESTIONS

- Do you feel the company's hiring practices are inclusive? (Yes/No)
- Do you think the company provides equal opportunities for everyone? (Yes/No)
- Do you believe the company is committed to diversity and inclusion? (Yes/No)
- How well do leaders support diversity and inclusion? (1-5)
- Do you feel the company's hiring practices are inclusive? (Yes/No)
- How supported do you feel in expressing your identity at work? (1-5)
- How well does the company educate employees on diversity and inclusion? (1-5)
- How well does your team embrace diverse perspectives? (1-5)
- What changes would make the workplace more inclusive? (Open-ended)
- How well are diversity issues addressed in company policies? (1-5)



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