**Employee Engagement Survey**

**Introduction and Purpose of the Survey**

 Welcome to the Team Engagement Survey, where every voice matters! This survey is an opportunity for team members to share valuable feedback on different aspects of their work experience. Input is vital in shaping a better work environment for all. Participants are encouraged to answer the questions thoughtfully and honestly – responses are entirely confidential.

**Employee Engagement Survey Template**

|  |
| --- |
| **Employee’s Information**  |
| Full Name:   |   |
| Position:  |   |
| Department:   |   |
| ​​Staff No.：​  |   |

|  |
| --- |
| **Section 1: Job Satisfaction**  |
| 1. How satisfied are you with your current role and responsibilities?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 2. Do you feel your skills are effectively utilized in your current position?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. How satisfied are you with the recognition you receive for your work?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 4. What aspects of your job make you feel most satisfied?  |
|          |
| 5. Are there any factors that could increase your satisfaction?  |
|           |

|  |
| --- |
| **Section 2: Teamwork and Cooperation**  |
| 1. How well do you feel you collaborate with your team members?  |
| □ Extremely Well □ Very Well □ Moderately Well □ Slightly Well □ Not Well at All  |
| 2. Do you feel supported by your team in completing your tasks?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. How effective is communication within your team?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 4. Do you feel your team’s goals are clearly defined and achievable?  |
| □ Strongly Agree  □ Agree  □ Neutral  □ Disagree □ Strongly Disagree  |
| 5. How would you rate the overall morale of your team?  |
| □ Excellent  □ Good □ Average □ Poor  □ Very Poor  |
| 6. Which aspects of team collaboration need improvement?  |
|        |
| **Section 3: Workflow and Workload**  |
| 1. How manageable is your current workload?  |
| □ Very Manageable  □ Manageable  □ Neutral  □ Unmanageable  □ Very Unmanageable  |
| 2. Do you often need to work overtime?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. Are the tools and resources provided adequate for your job?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 4. Do you feel that your workflow is efficient?  |
| □ Very Efficient  □ Efficient  □ Neutral  □ Inefficient  □ Very Inefficient  |
| 5. Can you suggest anything specific to improve workflow or ease the workload?  |
|            |

|  |
| --- |
| **Section 4: Career Development**  |
| 1. Are you satisfied with the career development opportunities available to you?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 2. Do you have the necessary resources and support for your professional growth?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. How often do you discuss your career goals with your supervisor?  |
| □ Regularly  □ Occasionally  □ Rarely  □ Never  |
| 4. What training or professional development opportunities would you like to receive?  |
| □ Digital Transformation  □ Data Analysis and Visualization  □ Leadership and Management  □ Communication Skills  □ Project Management  □ Customer Service  □ Technical Skills  □ Industry-Specific Knowledge □ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 5. What kinds of professional growth opportunities would you like to explore?  |
|           |

|  |
| --- |
| **Section 5: Company Culture and Values**  |
| 1. Do you feel aligned with the company’s values and mission?  |
| □ Strongly Agree  □ Agree  □ Neutral  □ Disagree □ Strongly Disagree  |
| 2. How would you describe the company culture?  |
| □ Excellent  □ Good □ Average  □ Poor  □ Very Poor  |
| 3. Do you feel the company fosters an inclusive and diverse work environment?  |
| □ Strongly Agree  □ Agree  □ Neutral  □ Disagree □ Strongly Disagree  |
| 4. Do you agree that the company's culture is a key factor for you to work here?  |
| □ Strongly Agree  □ Agree  □ Neutral  □ Disagree □ Strongly Disagree  |
| 5. What value or cultural element do you find most appealing?  |
|             |

|  |
| --- |
| **Section 6: Leadership Approaches**  |
| 1. How satisfied are you with the management style of your direct supervisor?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 2. Do you feel that management listens to and values your input?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. How effective is management in communicating company goals and changes?  |
| □ Very Effective  □ Effective  □ Neutral  □ Ineffective  □ Very Ineffective  |
| 4. Do you feel that management provides adequate support and guidance?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 5. Do you feel that management provides clear and consistent feedback on your performance?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 6. When did you feel most supported by management?  |
|       |
| 7. What support would you like management to provide?  |
|     |
| **Section 7: Company Policies**  |
| 1. Are you satisfied with the current company policies?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 2. Do you feel that company policies are applied fairly and consistently?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. How well do you understand the company’s policies and procedures?  |
| □ Extremely Well □ Very Well □ Moderately Well □ Slightly Well □ Not Well at All  |
| 4. Which company policies do you find the best?  |
|         |
| 5. Which company policies can be improved?  |
|          |

|  |
| --- |
| **Section 8: Compensation and Benefit**  |
| 1. How satisfied are you with your current compensation?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 2. Are the benefits provided by the company satisfactory to your needs?  |
| □ Always □ Often □ Sometimes □ Rarely □ Never  |
| 3. How competitive do you believe your compensation package is compared to industry standards?  |
| □ Very Competitive  □ Competitive □ Neutral  □ Uncompetitive  □ Very Uncompetitive  |
| 4. What is your overall impression of the company's benefits package, and what suggestions do you have for improvement?  |
|          |

|  |
| --- |
| **Section 9: Stay Factors**  |
| 1. How likely will you recommend this company as a good workplace?  |
| □ Very Satisfied □ Satisfied □ Neutral □ Dissatisfied □ Very Dissatisfied  |
| 2. How likely are you to stay with the company for the next year?  |
| □ Very likely □ Likely □ Neutral □ Unlikely □ Very unlikely  |
| 3. Rank the following factors in order of importance (from1-6) to encourage you to stay with the company:  |
| □ Salary Increase  □ Annual Bonus  □ Flexible Work Arrangements  □ Career Development Opportunities  □ Enhanced Health/Insurance Benefits  □ Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |
| --- |
| **Section 10: General Feedback**  |
| Please provide any additional feedback or suggestions that could help improve your work experience.  |
|         |

Thank you for your feedback. Your input is crucial in shaping the future of our company, and we are confident that it will lead to meaningful improvements and create a more positive experience for everyone involved.

This template is provided by [Jobsdb by SEEK](https://hk.jobsdb.com/)