

Employee Engagement Survey Readiness Checklist

- Senior leader, executive team, and management are committed to conducting an Employee Engagement Survey.
- Employee Engagement Survey objectives have been defined.
- Expectations of senior leader, executive team, and management R have been discussed.
- Timeframe to conduct Employee Engagement Survey has been established.
- Implementation Plan has been created.
- Questions for Employee Engagement Survey have been developed.
- Communication Plan has been written.
- Plan to share results has been created.
- Consideration has been given to bringing in an external consultant to help with survey delivery and analysis, sharing results, and/or facilitating action planning session.
- Leadership/senior management/HR support organizational change as a result of survey.
- Resources have been allocated to enact change.