



# QUIET QUITTING

## *Questionnaire*

The following questions will help you determine how engaged your employees are and if you're at risk of having quiet quitters. We recommend sending this to your employees through Google Forms, Survey Monkey, or a similar platform.

Allow your employees to respond anonymously to get the most truthful answers. Following the survey, we'll offer suggestions for improvement. Engage with the questions where your employee rankings came back lower than you'd like by considering the corresponding suggestions.

1. Do you think your boss understands what you most need to get your job done?

Not at all | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, and they support me

2. Do you talk about your personal life at work or keep it strictly business?

Not at all | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, my teammates know me well

3. Are you satisfied with the amount of flexibility you have as far as hours and hybrid work?

Not at all | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, I have reasonable flexibility

4. Is your salary in line with market value?

Not at all | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, my company researches this

5. Do you have a clear understanding of what is expected of you?

No, I'm often confused | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, I have clear directives and know my priorities

6. Do you worry about your job security? If so, how often on average?

No, I rarely think about it | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, I think about it daily

7. Do you feel connected to your company's mission or purpose?

No, I don't know what it is | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, it's one of the reasons I'm here

8. Do you receive regular recognition for your work?

No, I don't know if I'm doing well or not | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, I feel appreciated

**9. Do you receive support through professional development?**

No, I feel like I can't grow here | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, my company offers guidance, training, and mentoring

**10. How would you rank your work-life balance?**

I often work after hours and on weekends | 1 ☐ ☐ ☐ ☐ ☐ 5 | I have time to prioritize my personal life

**11. Do you feel comfortable calling in sick when needed?**

No, team members work through being sick | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, I can take the time I need

**12. Are you able to take a reasonable amount of time off?**

No, our vacation policy doesn't provide enough time | 1 ☐ ☐ ☐ ☐ ☐ 5 | Yes, we have a generous vacation policy and are encouraged to use it

## How to *Fix It*

If you scored low on any of the questions, we recommend some actions to improve your employee engagement.

**1. Do you think your boss understands what you most need to get your job done?**

Make sure you and your leaders are having regular one-on-one meetings with your direct reports. The agenda should cover expectations and troubleshooting any obstacles, as well as celebrating wins.

**2. Do you talk about your personal life at work or keep it strictly business?**

Make an effort to get to know your team members. The more people are able to bring their full selves to work, the more they will feel engaged. Create opportunities for employees to connect with each other.

**3. Are you satisfied with the amount of flexibility you have as far as hours and hybrid work?**

As you're able, offer flexible work hours and remote options. The more agency your team members have over their schedules, the happier they will be. The pandemic proved many jobs could be done at home. Trust your people to get their work done.

**4. Is your salary in line with market value?**

Take the time to do your research. Your HR representative can help you with this. To compete for the best talent, your salaries need to be in line with market value. Communicate this effort to your employees. Give raises where you are not currently competitive.

**5. Do you have a clear understanding of what is expected of you?**

Make sure your job descriptions are up to date. If you haven't done a review lately, involve your employees in the update. Regular one-on-one meetings with direct reports also help with expectation clarity.

**6. Do you worry about your job security? If so, how often on average?**

One of the most common reasons people feel a lack of job security is a gap in communication about the state of your business. Monthly meetings covering the financial health of your business can give team members peace of mind. Ask your direct reports how they feel about their job performance, communicate what they are doing well, and make sure they understand how their role ties into the company's mission and vision.

**7. Do you feel connected to your company's mission or purpose?**

Consistently communicate your company's mission at meetings and other company communications. Make the connection between projects and your company's mission and vision. If your employees can see the connection in their daily work, they will find their jobs more fulfilling and be more engaged.

**8. Do you receive regular recognition for your work?**

Verbal recognition can go a long way in making your employees feel appreciated, which directly affects their engagement. Do it regularly in their one-on-one meetings, and publicly recognize individual and team achievements at company meetings.

**9. Do you receive support through professional development?**

Even if you don't have a professional-development budget, you can offer support through mentorship and other resources. Do you offer any internal training? Those count, and you can communicate to your team how they contribute to their own professional development. Coach your leaders to mentor their team members and stay in tune with their career goals. Plan to include money for books or courses in next year's budget. Consider an internal company library.

**10. How would you rank your work-life balance?**

If your employees are struggling with work-life balance, it could be a gap in expectations. What example are you setting? If you work after hours and on weekends, your employees will feel they are expected to do the same, even if you tell them the opposite. Make sure you are realistically planning projects. Get input from your team.

**11. Do you feel comfortable calling in sick when needed?**

Is it standard for people to work through being sick? Again, look at your own behavior. What example are you and your leaders setting? Separate vacation and sick policies or generous paid time off can help.

**12. Are you able to take a reasonable amount of time off?**

Is your paid-time-off policy fair? If you're still only offering two weeks as a standard, that doesn't allow for enough time to recharge throughout the year. Check out what your competition offers. If you have a policy and people aren't using it, are your workloads realistic? Are you setting a good example by taking time off yourself?