



## Employee Engagement Survey Template

A customizable survey to gauge employee satisfaction and identify areas for improvement.

Cover Page:

Title: Employee Engagement Survey Template

Subtitle: Measure engagement, drive action.

Include professional branding elements, such as company logo, if applicable.

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Introduction:

Employee engagement is key to retention and productivity. This survey template is designed to help HR teams identify areas of improvement and take actionable steps to enhance employee satisfaction. Use it quarterly or annually to measure progress and foster a positive workplace.

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Survey Instructions:

- Time to Complete: 5-7 minutes.
  - Confidentiality: Responses are anonymous to encourage honest feedback.
  - Submission: Please submit through the provided link or in the provided form.
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Survey Questions:

Section 1: Job Satisfaction

1. How satisfied are you with your current role? (1-5 scale)
2. Do you feel your skills and interests align with your tasks?

Section 2: Communication

3. Do you feel informed about organizational changes?
4. How comfortable are you sharing feedback with your manager?

Section 3: Workplace Culture

5. Do you feel valued at work?
6. Is diversity and inclusion prioritized in your workplace?

## Section 4: Career Growth

7. Are you satisfied with opportunities for skill development?
8. Is there a clear path for your career advancement?

## Section 5: Wellness and Balance

9. Do you feel supported in maintaining a work-life balance?
10. Are mental health resources accessible?

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## Scoring and Analysis:

- Use a Likert scale (1=Strongly Disagree to 5=Strongly Agree).
- Calculate average scores for each section to identify strengths and improvement areas.

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## Next Steps:

- Share insights with leadership and employees.
- Develop an action plan targeting areas with the lowest scores.
- Re-administer the survey periodically to measure progress.