

Employee satisfaction survey

The goal of this survey is to assess employee satisfaction and gain insight into how the work environment can be improved

Example of a employee satisfaction survey

Instructions for setting up a survey

1. Make a list of the employees who should receive the survey.
2. Choose a survey tool, as such [Google Forms](#) or [Microsoft Forms](#).
3. Choose questions/statements for the survey. You can copy statements from the examples below. You can use all of the example statements or choose the ones you think suit best for your company.
4. Write a short introduction to the survey. You can use the example below and/or adjust it as needed.
5. Share the survey with the staff, for example by sending them an e-mail or sharing a link to the survey on social media groups/workplace.
6. Repeat the survey regularly to analyse whether employee satisfaction increases or decreases.

Example of a survey introduction

Dear employee,

Your wellbeing in the workplace is important to us/me. To assess your job satisfaction and gain insight into how the workplace can be improved, we/I kindly ask you to answer the following survey. Note that the survey is anonymous and individual responses cannot be identified.

Please click here to answer the survey: [insert link]

Employee satisfaction survey

The following statements are intended to describe attitudes towards the workplace, job and co-workers.

Examples of statements to use in an employee satisfaction survey

Statements with the response options being *Strongly agree – Agree – Neutral – Disagree – Strongly disagree*

- I am generally content/satisfied with my job.
- I can use my knowledge and skills at my current job.
- I know beforehand when I have to work overtime.
- I get a suitable job training at my current job.
- My co-workers are friendly towards me.
- I can leave work if I urgently need to do so (f.ex. in order to see the doctor).
- Employees are considerate/tolerant to each other at work.
- I get support from my superiors.
- My place of work is free of intimidation and violence.
- I am aware of what is expected of me at work.
- The flow of information is sufficient at my workplace.
- All employees are treated equally.
- My working hours are reasonably long.
- I am respected as an employee.
- I manage to finish my work on time.
- My workplace is free of problematic communication.
- My place of work is free of bullying.
- I am unusually tired after my working day.
- I get support from my co-workers when needed.
- I would recommend my place of work to others.

Questions with the response options being *Yes - No*

- Have you been given a written job description?
- Have you attended training courses related to your work?
- Have you signed a written employment contract?