

**Two sample employee satisfaction surveys  
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Survey #1: Non-copyrighted, prepared in conjunction with the Great Place to Work Institute based on their longer survey and modified (final three questions added by Scott Heyman).

Instructions for both surveys: Intended to be handled on the basis of total anonymity. Responses should be typed in and if they are hand written the writer should print in block capital letters. This survey should not be administered to any group of fewer than five (5) persons because answers will be more likely to be identifiable.

Insert the name of the employees' immediate supervisor in the blanks except where it is indicated to insert the name of the organization.

DIRECTIONS to persons filling out the survey: Circle the number at the right to indicate your level of agreement with each statement. If you totally agree, circle number 4, if you agree only slightly or not at all, circle 1.

1. There is adequate communication between \_\_\_\_\_ and staff. 1 2 3 4
  
2. \_\_\_\_\_'s decisions are made fairly. 1 2 3 4
  
3. Overall I am satisfied with my job at \_\_\_\_\_ (name of organization). 1 2 3 4
  
4. \_\_\_\_\_ follows through on the things s/he says s/he is going to do. 1 2 3 4
  
5. People here work well together as a team. 1 2 3 4
  
6. There is a feeling of trust between \_\_\_\_\_ and staff. 1 2 3 4
  
7. I am proud to be part of \_\_\_\_\_ (name of organization). 1 2 3 4
  
8. \_\_\_\_\_ has the skills s/he needs to supervise effectively. 1 2 3 4
  
9. The amount of work people here are expected to do is reasonable. 1 2 3 4
  
10. \_\_\_\_\_ does a good job of setting priorities and communicat-

ing them to staff. 1 2 3 4

11. When I talk about \_\_\_\_\_ (name of organization) I say "we" rather than "they." 1 2 3 4

12. \_\_\_\_\_ makes herself available to provide support and guidance. 1 2 3 4

13. As an employee here I am treated with dignity and respect. 1 2 3 4

14. \_\_\_\_\_ takes full advantage of the expertise and skills of staff. 1 2 3 4

15. I know what is expected of me in my position. 1 2 3 4

16. I get enough training and education to do my job well. 1 2 3 4

17. I can come to \_\_\_\_\_ in confidence to discuss problems I am having with my work or with other employees. 1 2 3 4

18. The deadlines I am given are reasonable. 1 2 3 4

The single quality of \_\_\_\_\_ that I most admire is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The single thing that I most wish \_\_\_\_\_ would change is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GALLUP Survey (available on the Internet at [gallup.com](http://gallup.com))**

DIRECTIONS: Circle the number at the right to indicate your level of agreement with each statement. If you totally agree, circle number 4, if you agree only slightly or not at all, circle 1.

I know what is expected of me at work. 1 2 3 4

I have the materials and equipment I need to do my work right. 1 2 3 4

At work, I have the opportunity to do what I do best every day. 1 2 3 4

In the last seven days, I have received recognition or praise for doing good work. 1 2 3 4

My supervisor, or someone at work, seems to care about me as a person. 1 2 3 4

There is someone at work who encourages my development. 1 2 3 4

At work, my opinions seem to count. 1 2 3 4

The mission or purpose of my organization makes me feel my job is important. 1 2 3 4

My associates or fellow employees are committed to doing quality work. 1 2 3 4

I have a best friend at work. 1 2 3 4

In the last six months, someone at work has talked to me about my progress. 1 2 3 4

This last year, I have had opportunities at work to learn and grow. 1 2 3 4