

Employee Recognition Program Survey Sample 3

These sample survey questions are being provided to assist your department in performing a needs assessment. Recognition teams are welcome to use some or all of the questions below as they see fit. Your survey should ask the questions necessary to develop a program. The information you gather from employees will supplement information already received through employee survey results and other sources.

Depending on your workplace culture or the purpose of the survey, you may choose to have participants respond anonymously.

It is important to consider alternate methods of survey delivery. Everyone in your sample population may not have access to e-mail, as a result, a combination of electronic and hard copy surveys may be necessary.

It is also a good idea to include 2-3 sentences to the introduction of your survey, explaining the context for recognition in your workplace.

★ ★

Dear Employee,

In an effort to (develop/make improvements to) our employee recognition program, we are requesting your input through a brief survey. The information you provide will assist us in improving the way in which our department recognizes employees. The survey takes approximately 20 minutes to complete, and your responses will be shared with employee recognition team members only.

Once completed, please return the survey to XXXX, by DATE.

If you have any questions, feel free to contact XXXX.

Definitions:

Formal Recognition - structured/scheduled activities or events with specific criteria used to recognize employee contributions (i.e. Premier's Award of Excellence, Minister Awards, Staff Appreciation Awards)

Informal Recognition - the acknowledgement of day-to-day accomplishments in the workplace through gestures of appreciation, communication and/or feedback (i.e. thank you, verbal complement at a staff meeting, etc..)

How important is the following to you?

(NI = not important, SI = somewhat important, VI = very important, NS = not sure)

	NI	SI	VI	NS
Receiving formal recognition for your contributions/achievements				
Receiving informal recognition for your contributions/achievements				
Being recognized by the Deputy Minister				
Being recognized by managers/supervisors				
Being recognized by peers and co-workers				
Receiving recognition for individual accomplishments				
Receiving recognition for team accomplishments				
Feeling that your work is valued and appreciated				

In your experience, how well does our (department/division) perform in delivering the following:

(NW = not well, A = average, VW = very well, NS = not sure)

	NW	A	VW	NS
Giving formal recognition to employees who display corporate values				
Giving formal recognition to employees who contribute to the achievement of department/division goals and objectives				
Management recognizing employees whose efforts make a difference				
Co-workers and peers recognizing employees whose efforts are making a difference				
Recognizing individual team members equally for their efforts				
Building a spirit of teamwork and cooperation among coworkers				
Demonstrating that your work is valued and appreciated				
Providing a supportive work environment where you are provided with the tools and resources to do your job well				
Communicating corporate values				
Communicating department/division business needs (goals and objectives)				

Have you ever received an award while employed with the government of Nova Scotia?

☐ yes ☐ no

Describe:

Is it meaningful for you to receive an award while employed with the government of Nova Scotia?

☐ yes ☐ no

Describe:

Have you ever nominated a Nova Scotia government employee for an award?

☐ yes ☐ no

Describe:

Overall, are you satisfied with our department's recognition program?

☐ yes ☐ no

Describe:

When you think about our department/division recognition program, to what extent do you agree or disagree with the following:

(A = agree, S = somewhat agree, D = disagree, NS = not sure)

	A	S	D	NS
I'm aware of the criteria for receiving awards				
I'm aware of the procedures for nominating an employee for an award				
It doesn't take much time and effort to nominate employees for an award				
Award recipients are communicated				
Recognition programs are fair to all employees				
Recognition programs are accessible by all employees				
I am aware of the gift/award associated with the program				
The gift/award associated with the program is meaningful to me				
I would like the opportunity to choose an award from a selection of gifts				

In your experience how well does our department/division recognition program perform in delivering each of the following:

(NW = not well, A = average, VW = very well, NS = not sure)

	NW	A	VW	NS
Recognizing a special project and/or achievement				
Recognizing outstanding achievement by an individual				
Recognizing outstanding achievement by a team				

Recognizing department values				
Recognizing department goals and objectives				

Please rate the importance of the following criteria as qualification for an award.

(NI = not important, SI = somewhat important, VI= very important, NS = not sure)

	NI	SI	VI	NS
Contributing to a more supportive work environment				
Excellent performance in the employee's own work or as part of a team				
Practical suggestions for improvement				
Excellence in client service				
Improving safety				
Community involvement or volunteer service				
Retirement				
Milestones in years of service				
Exceeding performance objectives				
Reflective of corporate values				

Employees have different preferences with respect to the form of recognition they would like to receive for doing a good job. For this Section of the survey, Please indicate your preferred form of recognition, in order of preference, 1 being the highest rating.

- ___ Verbal thank you
- ___ Written thank you
- ___ Private praise
- ___ Public praise
- ___ Team/Division event
- ___ Department-wide event
- ___ Recognition in the form of an award/gift

Do you like to be recognized:

- ___ On a formal basis? (award, letter, ceremony, event)
- ___ On an informal basis? (verbal thank you, written note)
- ___ On an individual basis?
- ___ As part of a team?

Would you prefer to be recognized for your accomplishments by:

- ___ Deputy Minister
- ___ Your immediate supervisor
- ___ Executive Director/Regional Director

- ☐ Colleague
- ☐ Client

If you were to design a recognition program for the department/division, what features would you include? (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Verbal thank you | <input type="checkbox"/> Special luncheon or dinner |
| <input type="checkbox"/> Written thank you | <input type="checkbox"/> Employee of the month |
| <input type="checkbox"/> Minister Awards | <input type="checkbox"/> Special evening events |
| <input type="checkbox"/> Bulletin Board/Bragging Wall | <input type="checkbox"/> Other ideas – please specify: |
| <input type="checkbox"/> Staff Appreciation Day | |

Adapted from Hewitt Associate's 2002 survey info. found in BC's Auditor General Report