

# Employee Survey Example

**D**on't under-rate the value and opinions of your employees. They are the ones in the trenches on a daily basis and might see a lot more than you do. Taking the time to survey your employees has more benefits than you might first think. A survey helps your employees feel that the work they are doing contributes to the overall success of the business; it helps you get completely different perspectives; it takes some of the burden off yourself to solve all the problems alone; helps you get more commitment to the solutions. Remember, if you don't act on their suggestions let them know why not, or your survey loses its value. The following is an example of a weekly survey:

What equipment were you missing this week that could have made your job easier?

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What problems did you have this week with customers? \_\_\_\_\_

What was the problem? \_\_\_\_\_

How can we solve it? \_\_\_\_\_

What lost time happened on the job and why? \_\_\_\_\_

Is there anything we can be doing so that this does not happen again? \_\_\_\_\_

What did we get right this week? \_\_\_\_\_

How can we use that experience to improve other things in the company? \_\_\_\_\_

Was there anything that disappointed you this week? \_\_\_\_\_

Do you need training in any area that will help you do your job better? \_\_\_\_\_