thrive at work

FREE TEMPLATE · SURVEYS

Employee feedback survey template

A short survey that asks people what helps and what gets in the way, with a plan for acting on the answers.

When to use it

Use this survey when you want specific, actionable feedback about how work gets done: after a change, a busy season or a reorganization, or twice a year as a check.

Answer scale for all statements: 1 Strongly disagree · 2 Disagree · 3 Neither agree nor disagree · 4 Agree · 5 Strongly agree.

Rated statements

Statement	1	2	3	4	5
I get the information I need to do my job.					
Decisions that affect my work are explained.					
My ideas are listened to.					
Meetings are a good use of my time.					
Our tools and systems help me work efficiently.					
I have time to do my work well.					
I can recover between busy periods.					
I receive feedback that helps me improve.					
I feel safe giving honest feedback.					
Feedback I give leads to change.					

Open questions

- What helps you most to do your job well?
- What gets in the way most often?
- Which meeting, report or process would you remove?
- What should leaders know that they might not hear?
- What is one thing we should keep exactly as it is?

Turning feedback into action

1. Group open comments into themes and count them.
2. Pick the two themes with the most comments and the lowest scores.
3. Agree one action for each, with an owner and a date.
4. Tell people what you heard and what you will do, within two weeks.
5. Ask again in three months whether it changed.

> **About thrive at work.** thrive at work is an employee engagement platform that also measures capacity to perform. One anonymous survey shows which teams are thriving and which are running low, then turns results into action plans. thriveatwork.ai