thrive at work

FREE TEMPLATE · SURVEYS

Employee satisfaction survey template

A ready-to-send 30-statement survey with an invitation email, a privacy note and a results plan.

Invitation email (copy and adapt)

Subject: 10 minutes to help shape how we work

Hi everyone, we want to understand what works well here and what does not. The survey takes about 10 minutes and is anonymous: results are only shown for groups of 5 or more people, and nobody sees individual answers. It closes on [date]. We will share the results by [date] and tell you what we will change. Thank you for taking part.

Privacy note (put at the top of the survey)

Your answers are anonymous. Results are reported only for groups of at least 5 people. Free-text comments are shown without names; please do not include names or details that could identify you or others.

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

Section 1: Your job

Statement	1	2	3	4	5
I find my work meaningful.					
I know what is expected of me.					
I have the tools and resources to do my job well.					
My workload is manageable.					
I can use my skills and strengths at work.					

Section 2: Your manager

Statement	1	2	3	4	5
My manager treats me with respect.					
My manager gives me regular, useful feedback.					
My manager supports my development.					

Statement	1	2	3	4	5
I can talk to my manager about problems.					
My manager recognizes good work.					

Section 3: Your team

Statement	1	2	3	4	5
People in my team cooperate well.					
I feel part of the team.					
Work is shared fairly in my team.					
I can disagree openly in my team.					
My team has what it needs to succeed.					

Section 4: Energy and wellbeing

Statement	1	2	3	4	5
I have enough energy to do my job well.					
I can switch off from work outside working hours.					
I can focus on my most important tasks.					
I can cope with the pressure in my role.					
I rarely feel exhausted by work.					

Section 5: Growth and pay

Statement	1	2	3	4	5
I have opportunities to learn and grow.					
I can see a future for myself here.					
My pay is fair for my role.					
Benefits meet my needs.					
Promotions are decided fairly.					

Section 6: The company

Statement	1	2	3	4	5
I trust senior leaders.					
I understand where the company is going.					
Changes are communicated well.					
I would recommend this company as a place to work.					
I expect to be working here in a year.					

Section 7: Open questions

- What do you like most about working here?
- What one change would most improve your satisfaction at work?
- Anything else you want to tell us?

About you (optional, for group reporting only)

- Team or department
- Length of service: under 1 year · 1–3 years · 3–5 years · over 5 years
- Work arrangement: on site · hybrid · remote

After the survey

1. Share company results within 2 weeks and team results soon after.
2. Ask each team to pick one or two actions.
3. Report back on actions at the next survey.

> Satisfaction tells you how people feel about work. It does not show whether they have the energy and recovery to keep performing. Add the Section 4 statements to every survey you run.
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> **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