

Employee Engagement and Satisfaction Survey

Fill in each circle completely using a DARK BLUE or BLACK PEN, not a pencil. Do not use “x” or “/” marks. To ensure your anonymity, mail your completed survey in the postage-paid envelope provided. Upon receipt of your survey, your answers and comments will be added to those of your fellow workers and summarized as a group. The number in the right hand corner of this document is for data processing only and cannot be tracked to any individual’s survey responses. If you have any questions or comments contact Best Companies Group at support@bestcompaniesgroup.com.

1. Overall, how satisfied are you with this organization as an employer? (Fill in one response)

Very <u>Dissatisfied</u>	<u>Dissatisfied</u>	Neither Satisfied nor Dissatisfied	<u>Satisfied</u>	Very <u>Satisfied</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you feel about each of the following specific matters? (Fill in a single response for each statement below)

2. This organization’s leadership and planning

	<u>Disagree Strongly</u>	<u>Disagree Somewhat</u>	<u>Neutral</u>	<u>Agree Somewhat</u>	<u>Agree Strongly</u>	<u>Not Applicable</u>
I understand the long-term strategy of this organization.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have confidence in the leadership of this organization.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The leaders of this organization care about their employees’ well being	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate planning of corporate objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate follow-through of corporate objectives.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate planning of departmental objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate follow-through of departmental objectives.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The leaders of this organization are open to input from employees.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. The organization’s corporate culture and communications

	<u>Disagree Strongly</u>	<u>Disagree Somewhat</u>	<u>Neutral</u>	<u>Agree Somewhat</u>	<u>Agree Strongly</u>	<u>Not Applicable</u>
This organization’s corporate communications are frequent enough....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This organization’s corporate communications are detailed enough ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a good understanding of how this organization is doing financially	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can trust what this organization tells me.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This organization treats me like a person, not a number.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This organization gives me enough recognition for work that is well done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staffing levels are adequate to provide quality products/services.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality is a top priority with this organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety is a top priority with this organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe there is a spirit of cooperation within this organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are treated fairly here regardless of race, gender, age, religion or sexual orientation.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I like the people I work with at this organization.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Changes that may affect me are communicated to me prior to implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Your role at this organization

	<u>Disagree Strongly</u>	<u>Disagree Somewhat</u>	<u>Neutral</u>	<u>Agree Somewhat</u>	<u>Agree Strongly</u>	<u>Not Applicable</u>
I like the type of work that I do.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am given enough authority to make decisions I need to make	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe my job is secure.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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- Deadlines at this organization are realistic.....○.....○.....○.....○.....○.....○.....○.....○
- I feel I am valued in this organization.....○.....○.....○.....○.....○.....○.....○.....○
- I feel part of a team working toward a shared goal.....○.....○.....○.....○.....○.....○.....○.....○
- I am able to maintain a reasonable balance between work and
my personal life○.....○.....○.....○.....○.....○.....○.....○
- My job makes good use of my skills and abilities○.....○.....○.....○.....○.....○.....○.....○
- I have a clear understanding of my job role.....○.....○.....○.....○.....○.....○.....○.....○
- I understand the importance of my role to the success of
the organization○.....○.....○.....○.....○.....○.....○.....○

5. Your work environment

- | | Disagree
Strongly | Disagree
Somewhat | Neutral | Agree
Somewhat | Agree
Strongly | Not
Applicable |
|---|----------------------|----------------------|---------|-------------------|-------------------|-------------------|
| My physical working conditions are good.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My general work area is adequately lit.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My general work area is adequately heated/cooled.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My general work area is adequately clean.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| There is adequate noise control to allow me to focus on my work.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| I feel physically safe in my work environment.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |

6. Your relationship with your immediate supervisor

- | | Disagree
Strongly | Disagree
Somewhat | Neutral | Agree
Somewhat | Agree
Strongly | Not
Applicable |
|---|----------------------|----------------------|---------|-------------------|-------------------|-------------------|
| My supervisor treats me fairly.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor treats me with respect.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor handles my work-related issues satisfactorily.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor handles my personal issues satisfactorily.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor acknowledges when I do my work well.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor tells me when my work needs improvement.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor is open to hearing my opinion or feedback.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My supervisor helps me develop to my fullest potential.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| I feel I can trust what my supervisor tells me.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |

7. Training and development

- | | Disagree
Strongly | Disagree
Somewhat | Neutral | Agree
Somewhat | Agree
Strongly | Not
Applicable |
|--|----------------------|----------------------|---------|-------------------|-------------------|-------------------|
| This organization provided as much initial training as I needed.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| This organization provides as much ongoing training as I need.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| This organization provides enough information, equipment and
resources I need to do my job well.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| My company clearly tells me what is expected for advancement.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| I trust what the company tells me it takes to advance my career.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| This organization provides training or experiences to help me
explore other possible opportunities within the company.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| There is room for me to advance at this organization.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| I trust that if I do good work, my company may increase my pay.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| I trust that if I do good work, my company may consider me
for a promotion.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |

8. Pay and Benefits

- | | Disagree
Strongly | Disagree
Somewhat | Neutral | Agree
Somewhat | Agree
Strongly | Not
Applicable |
|--|----------------------|----------------------|---------|-------------------|-------------------|-------------------|
| My pay is fair for the work I perform.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |
| Overall, I'm satisfied with this organization's benefits package.....○.....○.....○.....○.....○.....○.....○.....○ | | | | | | |

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Specifically, I'm satisfied with the:

	<u>Disagree</u> <u>Strongly</u>	<u>Disagree</u> <u>Somewhat</u>	<u>Neutral</u>	<u>Agree</u> <u>Somewhat</u>	<u>Agree</u> <u>Strongly</u>	<u>Not</u> <u>Applicable</u>
Amount of vacation (or Paid Time Off).....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sick leave policy.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amount of health care paid for.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental benefits.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vision care benefits.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
401k or 403b plan.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement plan benefits.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life insurance benefits.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability benefits.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition reimbursement benefits.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. I am willing to give extra effort to help my company succeed. (Fill in one response)

<u>Disagree</u> <u>Strongly</u>	<u>Disagree</u> <u>Somewhat</u>	<u>Neutral</u>	<u>Agree</u> <u>Somewhat</u>	<u>Agree</u> <u>Strongly</u>	<u>Not</u> <u>Applicable</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. I plan to continue my career with my company for at least 2 more years. (Fill in one response)

<u>Disagree</u> <u>Strongly</u>	<u>Disagree</u> <u>Somewhat</u>	<u>Neutral</u>	<u>Agree</u> <u>Somewhat</u>	<u>Agree</u> <u>Strongly</u>	<u>Not</u> <u>Applicable</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. I would recommend my company's products / services to a friend. (Fill in one response)

<u>Disagree</u> <u>Strongly</u>	<u>Disagree</u> <u>Somewhat</u>	<u>Neutral</u>	<u>Agree</u> <u>Somewhat</u>	<u>Agree</u> <u>Strongly</u>	<u>Not</u> <u>Applicable</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. I would recommend employment at my company to a friend. (Fill in one response)

<u>Disagree</u> <u>Strongly</u>	<u>Disagree</u> <u>Somewhat</u>	<u>Neutral</u>	<u>Agree</u> <u>Somewhat</u>	<u>Agree</u> <u>Strongly</u>	<u>Not</u> <u>Applicable</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NOTE: We recommend that you do not include your name or other identifying remarks in your responses to the two open-ended questions listed below. PLEASE DO NOT EXCEED THE SPACE PROVIDED BELOW.

Please do not use symbols or characters such as (=,\$,%,@,!,\$,&,*,-,+)

13. What does this organization do that makes it a place where people would want to work?

14. What can this organization do to increase your satisfaction and productivity as an employee?

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The following questions are for classification purposes only. They will not be used to identify any individual.
Please fill in only one response per question.

15. How long have you worked for this organization?

- Less than one year
- One year to less than two years.....
- Two years to less than five years
- Five years to less than ten years.....
- Ten years or more
- Prefer not to answer

16. What is your age?

- Less than 21
- 21 - 25
- 26 - 35
- 36 - 45
- 46 - 55
- 56 - 65
- Above 65
- Prefer not to answer

17. What is your gender?

- Female
- Male
- Prefer not to answer

18. What is your ethnic background?

- Black or African-American
- Asian
- White or Caucasian
- Hispanic or Latino
- Native American (not Pacific Islander)
- Pacific Islander
- Bi-Racial or Multi-Racial
- Prefer not to answer

19. Which is your job status?

- Full-Time
- Part-Time

20. Which of the following best describes your role?

- Administrative/Clerical
- Executive/Partner
- Manager or Supervisor
- Production/Service
- Professional
- Other

21. In which department do you work?

- Customer Service/Care/Support
- Development/Fundraising
- Finance/Accounting
- Human Resources
- Information Technology
- Legal
- Marketing/Advertising
- Maintenance/Operations
- Production
- Research & Development
- Sales/Retail/Business Development
- Other

Thank You for Your Participation!

For questions or comments, please email support@bestcompaniesgroup.com.