

ORGANIZATION:

SURVEY PERIOD:

Use The Engagement Survey Blueprint tool from **humanworks8** as your guide in employee survey planning and follow-up action. Establish your vision, prioritize communication and write your questions, all with core values language at the foundation. Brainstorm potential practices at your organization that might cause a positive response and what might lead to an opportunity for improvement so you can plan priority actions in response. Complete the tool by scheduling your next survey period so you can measure success.

## Success Criteria

<b>Why:</b> <i>What's our reason for conducting this engagement survey? What specific areas do we want to focus on in this survey?</i>
<b>How:</b> <i>What's our delivery method? Do we have a platform or technology for surveying?</i>
<b>When:</b> <i>What's the ideal 2-week period for asking our employees to complete it?</i>

## Our Core Values

List your organization's core values:		
<i>How will these values be incorporated into the survey communications, delivery and action plan?</i>		

## Demographics

<i>What demographic questions are we going to ask to help us analyze our survey results?</i>		
<b>Tenure</b>	<b>Team / Department</b>	<b>Role</b> (Individual Contributor, Manager, Executive)
<b>Location</b>	<b>Age</b>	<b>Other</b>

## Communication Plan

<i>How will we communicate with employees before, during and after our engagement survey?</i>			
Communication Tactics – Include channel, messaging, timing, call to action		Owner	Deadline
<b>Before:</b>			
<b>During:</b>			
<b>After:</b>			

# Pre-Survey Question Planner

The following recommended questions are written in statement form. Consider offering response options such as Strongly Agree, Agree, Disagree and Strongly disagree, leaving out a “Neither Agree Nor Disagree” option. Rewrite questions to fit the voice of your organization as needed, and remain consistent with each survey period so your questions can provide a benchmark and be measured for change.

<b>Question 1:</b>	<i>I know what is expected of me at work</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 2:</b>	<i>My job is a good fit with my talent</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 3:</b>	<i>I feel appreciated at this organization</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 4:</b>	<i>The work I do makes a difference to the organization</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 5:</b>	<i>My leader cares about my concerns</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 6:</b>	<i>I have a good friend at work</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 7:</b>	<i>I am comfortable asking questions and challenging others in the organization</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 8:</b>	<i>I have support at work to prioritize my personal well-being</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 9:</b>	<i>I see our core values in action every day</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>

<b>Question 10:</b>	<i>People at work are connected and friendly, regardless of their work location</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 11:</b>	<i>My leader plays an active role in my professional development</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 12:</b>	<i>I am satisfied with my opportunities for professional growth</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>
<b>Question 13:</b>	<i>I believe the leadership team will take action based on the results of this survey</i>	
<b>In our words...</b>	<b>What could lead to a positive response?</b>	<b>What could lead to a negative response?</b>

## Post-Survey Action Planner

It's time to respond and take action. Where will you put energy to first? Prioritize the top three questions you'll take action around. Below, record the result itself – that's your "why" – as well as specific actions to take to improve the result for the future. Success requires an accountable owner to lead the charge and a timeline for when the specific actions will be complete.

<b>Question:</b>			
<b>Survey Result</b>	<b>Priority Actions</b>	<b>Owner</b>	<b>By When</b>
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<b>Survey Result</b>	<b>Priority Actions</b>	<b>Owner</b>	<b>By When</b>

**Next Survey Period:**