

# EMPLOYEE OPINION SURVEY

## Demographic Section:

**In this section, results will be tabulated for "all employees" only. Demographic responses are not broken down by shift or department. If less than three employees respond in a category, that category is not reported in the survey results. However, those employees' responses in the survey question section will be included in the final overall report.**

1. Length of service with company:

- Under 1 year     
  1-2 years     
  3-5 years     
  6-10 years  
 11-20 years     
  Over 20 years

2. Gender: ..... M   F  
  

3. Race:

- Black     
  White     
  Other

4. Age:

- 17-25 years     
  26-35 years     
  36-45 years     
  46-55 years     
  56 or older

## Survey Question Section:

**Rate the following on a scale of 1 to 5 (1 being the lowest and 5 being the highest) by placing a check or X inside the appropriate circle.**

1= Unsatisfactory    2=Barely Satisfactory    3=Satisfactory    4=Good    5=Very Good

- |  |                       | 1                     | 2                     | 3                     | 4                     | 5                     |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 5. The way I am kept informed on the progress I am making in my job is.....                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. The physical working conditions in my department/area are.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. As long as I perform my job in a satisfactory manner the job security I feel is.....                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. The way my immediate supervisor deals fairly without showing favoritism is.....                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. My salary, compared with people in other companies who have responsibilities similar to mine .....        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. In my opinion the morale among employees is.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. As compared with other companies in this area, I would say my employee benefits are .....                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. The degree to which my immediate supervisor administers rules and discipline consistently is ....        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. When talking to my immediate supervisor the freedom which I feel in saying what is on my mind is.....    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. The degree to which I feel I am on the right job is.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. Cooperation among employees is.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. My immediate supervisor's willingness to listen and assist me when I have questions, problems, etc. .... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. When I do a job well, the recognition I receive is.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|  |                       | 1                     | 2                     | 3                     | 4                     | 5                     |
| 18. When changes are necessary which affect me or my job, the amount of information I receive is.....        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 19. The way my immediate supervisor follows through on things is.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 20. My company's reputation in the community is.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 21. The clarity of instructions received from my immediate supervisor is.....                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

# EMPLOYEE OPINION SURVEY

**Survey Question Section: (continued)**

1= Unsatisfactory    2=Barely Satisfactory    3=Satisfactory    4=Good    5=Very Good

1    2    3    4    5

- 22. The way my job makes full use of my skills and abilities is.....  1  2  3  4  5
- 23. The way our benefit programs meet my overall needs is .....  1  2  3  4  5
- 24. The tools, equipment and supplies I get to perform my job are .....  1  2  3  4  5
- 25. My immediate supervisor's technical knowledge and ability are.....  1  2  3  4  5
- 26. I would say the way management treats employees is.....  1  2  3  4  5
- 27. I would rate my morale as .....  1  2  3  4  5
- 28. The chances of my learning and growing within my current job are .....  1  2  3  4  5
- 29. The way management communicates company goals and objectives is.....  1  2  3  4  5
- 30. The way my immediate supervisor is available when needed is.....  1  2  3  4  5
- 31. I would say my understanding of my benefits is .....  1  2  3  4  5
- 32. The confidence and respect I have in management is.....  1  2  3  4  5
- 33. Most of the time, I would say my workload is .....  1  2  3  4  5
- 34. The way management creates and supports a safe work environment is.....  1  2  3  4  5
- 35. My understanding of how my job fits in with the company as a whole is .....  1  2  3  4  5
- 36. The degree to which I feel free and unafraid to voice my opinion with management.....  1  2  3  4  5
- 37. The opportunity for growth and development I have in this company is .....  1  2  3  4  5
- 38. The degree to which I have been trained or am being trained to perform my job is.....  1  2  3  4  5
- 39. If a friend asked me about getting a job here, I'd say this place is .....  1  2  3  4  5

40. Please mark the area(s) in which you feel you need additional training or information (if any) in order to do a more effective job:
- Job-related
  - Quality
  - Computer
  - Communication
  - Customer Service
  - Company products/services

41. If you would like to speak with management about anything in this survey, please print your employee ID number neatly inside the boxes.

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42. Date you filled out this survey: .....

**SUPERVISOR SECTION:**

*The following questions are for supervisors who have employees reporting to them. Read each question and fill in the circle for the response which best matches your opinion. Return these responses to the survey administrator along with your other survey responses.*

1= Unsatisfactory    2=Barely Satisfactory    3=Satisfactory    4=Good    5=Very Good

1    2    3    4    5

- 43. My opportunity to have input into pay rates and job assignments within my area is.....  1  2  3  4  5
- 44. The way my employees are being trained (or retrained) to perform their jobs in the most efficient, safest and best manner is .....  1  2  3  4  5
- 45. The way I am treated as an honest-to-goodness member of the management team of this company is .....  1  2  3  4  5

# EMPLOYEE OPINION SURVEY

## SUPERVISOR SECTION: (continued)

46. Please mark the area(s) in which you feel you need additional training or information (if any) in order to do a more effective job supervising your employees:

- Motivating Employees
- Communicating with Employees
- Conducting Effective Performance Evaluations
- Disciplining Employees
- Coaching and Counseling Employees
- Recognizing Employees
- Team Building
- Interviewing & Hiring Employees
- Effective Listening Skills
- Effectively Training Employees

47. Other area(s) in which you feel you need additional training or information (if any) in order to do a more effective job supervising your employees:

- |  |   |
|--|---|
| <input type="checkbox"/> Safety                              | <input type="checkbox"/> Company Pay and Benefit Programs |
| <input type="checkbox"/> Company Policies and Procedures     | <input type="checkbox"/> Planning and Organizing          |
| <input type="checkbox"/> Problem-solving and Decision-making | <input type="checkbox"/> Sexual Harassment Awareness      |
| <input type="checkbox"/> EEO & the Law                       | <input type="checkbox"/> Coping & Stress Management       |

Additional areas not listed in questions 44 and 45 (please write inside the box below):

