

## Sample Team Member Follow-Up Survey-

Dear Team,

Back in May of this year, we performed a team member survey. The full report from this survey was issued to the team on June 19<sup>th</sup>.

As I've previously stated, the results of this survey was eye-opening for me, to say the least. Our Executive Team and I took the responses seriously and spent much time considering, discussing and researching the information you provided.

We met for several hours over the course of two weeks to formulate a plan to address the issues that had been expressed.

We executed this plan the best way we knew how.

As we approach the four-month mark of initiating our plan, I am now requesting your candid (honest) feedback regarding the changes that have taken place.

For the team members that have been with (our company) for less than four months or so, you can't know first-hand of the effects of these changes. Therefore, I am simply asking you to fill out the questions you believe you have enough knowledge to answer.

Please take this questionnaire seriously, as your answers will be addressed seriously.

PLEASE **DO NOT** PLACE YOUR NAME ON THIS SURVEY! I want you to be as comfortable as possible in being completely truthful.

It is entirely your decision whether or not to participate in this survey, but I hope you do. It would truly be a shame if you missed an opportunity such as this to be heard. (Our company) is much bigger than any one person. EVERYONE at (our company) matters. I am humbly asking that you take some time to let your thoughts, feelings and ideas come to light.

Please place your completed survey either in my mailbox (in the break room) or slide under my door **NO LATER THAN MONDAY, OCTOBER 5<sup>th</sup>!**

Thank you.

-(CEO)

**Questionnaire**

1. Do you believe that the senior leadership at (our company) was serious about addressing the issues brought forth in the last Team Member Survey? **YES** -or- **NO**

2. Do you believe that the tactics that our executive team planned were appropriate (smart)? **YES** -or- **NO** (If tactics were not smart, what should we have done differently? \_\_\_\_\_

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3. Has the executive team done a great job, a decent job or a poor job in executing the plan that was communicated to the team via the Team Member Survey Full Report (back in June)? Please circle one: **GREAT JOB** **DECENT JOB** **POOR JOB**

4. What plans has the executive team failed to deliver on? Please describe:

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5. How do you view the corporate culture at (our company) today? Please circle one:        **FANTASTIC**        **DECENT**        **POOR**

6. If I could change anything or anybody at (our company), I would:

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7. How confident are you that our current leadership team can continue to lead our company into the future? Please circle one:    **VERY CONFIDENT**  
**CONFIDENT**        **NOT CONFIDENT**

8. From mid-2015 through early 2017, (company) profits were significantly dampened by the economy. We had several clients go out of business due to bankruptcy; that caused us to lose those customers, but also left us holding the bag for over \$160,000 in money that was owed to us that we'll never be able to collect. Despite that, we've continued to grow. It appears the worst is over (Universe willing!). As I begin preparing our operating budget for next year, I am going to have some aggressive profit projections! Here's the question for you: If / When (our company) gets back to hitting our profit goals, the biggest benefit I would like to see (our company) offer is: (please select only one)

a. Provide 100% health insurance coverage (instead of the 50% currently offered).

b. Offer matching contributions in our RRSP or 401K.

c. Put the money into bigger pay-raises for those who earn it.

d. Make larger prizes for “The Annual Bonus Game.”

e. Open a new location sooner rather than later.

f. \_\_\_\_\_ (write it in!)

9. The thing I like best about my immediate supervisor is:

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10. The thing I like least about my immediate supervisor is:

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11. To me, my employment at (our company) is (please circle one)

**A CAREER**

**A JOB I ENJOY FOR NOW**

**JUST A PAYCHECK**

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*End of survey...Thank you!*