



Employee Opinion Survey Report Month, Year

Company X



Table of Contents

Analysis of Questions **Error! Bookmark not defined.**

SECTION 1: YOUR JOB 3

SECTION 2: YOUR TEAM 6

SECTION 3: YOUR MANAGER 9

SECTION 4: YOUR COMPANY 12

SECTION 5: COMMUNICATIONS 15

SECTION 6: PROCESSES AND SYSTEMS 17

SECTION 6: FINAL COMMENTS AND INPUT 23

APPENDIX A: SAMPLE AND RESPONSE RATE 24



ANALYSIS OF QUESTIONS

SECTION 1: YOUR JOB

Question 1. I understand what is expected of me in my job

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 2. I have the tools I need to do my job

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 3. Roles are always clear within our team

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 4. My colleagues will normally share information with me that is relevant to my job

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 5. My job is secure

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 6. My job is helping me achieve my career goals

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 7. I am satisfied in my current job

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 8. I am motivated to do my best

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 9. I clearly understand my authorities and responsibilities

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Additional Comments Received:

- Verbatim Comment 1
- Verbatim Comment 2
- Verbatim Comment 3
- Verbatim Comment 4
- Verbatim Comment 5
- Verbatim Comment 6
- Verbatim Comment 7
- Verbatim Comment 8
- Verbatim Comment 9
- Verbatim Comment 10



SECTION 2: YOUR TEAM

Question 1. Relationships in this team are healthy

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 2. We rely too much on key members of our team

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 3. Team members are encouraged to speak up if they disagree with the group

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 4. Our team normally makes effective decisions

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 5. Each member of our team normally participates to the best of their ability

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 6. Typically everyone lends a hand if one of our team members needs help

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 7. This team always solves problems effectively

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 8. Our team always works well with other teams

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 9. Our team members always identify each other's strengths and weaknesses in a constructive way

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Additional Comments Received:

- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 3*
- *Verbatim Comment 4*
- *Verbatim Comment 5*
- *Verbatim Comment 6*
- *Verbatim Comment 7*
- *Verbatim Comment 8*
- *Verbatim Comment 9*
- *Verbatim Comment 10*



SECTION 3: YOUR MANAGER

Question 1. My supervisor often takes the time to teach me better ways of doing things

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 2. I often receive immediate feedback from my supervisor or manager

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 3. I often see my Supervisor demonstrate appropriate leadership behaviours

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 4. My supervisor often disagrees with the decisions that the organisation makes

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 5. My supervisor supports me when I am doing the right thing

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 6. When I come across a problem I know my supervisor will help me deal with it

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 7. My supervisor often makes quick decisions when they are required

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 8. My supervisor takes the time to clearly explain what is required when assigning me a task

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 9. I trust that my supervisor will always do what they say

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 10. I believe that I have been discriminated against at this organisation

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Additional Comments Received:

- Verbatim Comment 1
- Verbatim Comment 2
- Verbatim Comment 3
- Verbatim Comment 4
- Verbatim Comment 5
- Verbatim Comment 6
- Verbatim Comment 7
- Verbatim Comment 8
- Verbatim Comment 9



SECTION 4: YOUR COMPANY

Question 1. I agree with the current company strategy

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 2. I believe the organisation always thinks carefully about the impact on people before making big decisions

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 3. I have a strong understanding about how I am expected to behave here

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 4. The senior leaders are realistic about the strengths and weaknesses of the company

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 5. I am motivated by where this organisation is headed

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 6. I know the organisation's values

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 7. I support the organisation's values

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 8. The organisation operates consistently with its values

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 9. I am thinking of leaving this organisation

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 10. I am committed to this organisation

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 11. Things at this organisation change too frequently

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Additional Comments Received:

- Verbatim Comment 1
- Verbatim Comment 2
- Verbatim Comment 3
- Verbatim Comment 4
- Verbatim Comment 5
- Verbatim Comment 6
- Verbatim Comment 7
- Verbatim Comment 8
- Verbatim Comment 9
- Verbatim Comment 10



SECTION 5: COMMUNICATIONS

Question 1. Email is used effectively to communicate company messages

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 2. I hear things on the grapevine long before I receive official communication

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 3. I know how to escalate issues to senior managers when necessary

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 4. The organisation's intranet is useful

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 5. Most emails I receive from colleagues are work related and relevant

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 6. People normally listen to what I have to say and value my input

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Additional Comments Received:

- Verbatim Comment 1
- Verbatim Comment 2
- Verbatim Comment 3
- Verbatim Comment 4
- Verbatim Comment 5
- Verbatim Comment 6
- Verbatim Comment 7
- Verbatim Comment 8
- Verbatim Comment 9
- Verbatim Comment 10



SECTION 6: PROCESSES AND SYSTEMS

Question 1. There is an unnecessary amount of paperwork required to get things done

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 2. I am required to get too many approvals to get things done

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 3. The procedures that I am asked to follow are sensible

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 4. I am clear about the procedures that I need to follow

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 5. Our systems make it easy to maintain a good relationship with customers

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 6. I have been impressed by this organisation's planning process

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 7. People are always rostered appropriately and fairly

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 8. The structure of the organisation makes it hard to achieve our goals

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 9. I understand how to get good support if I have a Human Resources issue

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 10. This organisation has good health and safety processes

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 11. The right people are selected for each job fairly

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 12. Orientation and induction is effective

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 13. When people leave or are asked to leave this organisation they do so with dignity

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 14. Performance reviews are conducted

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 15. Performance reviews provide me with useful feedback and suggestions for improvement

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 16. I understand the criteria by which people are paid

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 17. I receive the appropriate training for my job

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 18. Future leaders are identified and developed

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 19. Industrial relations issues frequently occur in this organisation

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 20. I am able to find out about my pay details, leave balances or other information easily

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		



Question 21. I am regularly asked for feedback on the organisation

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 22. We have the right checks and balances to ensure that we deliver quality outcomes

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Question 23. We have a systematic way of improving how we do things

Chart				Str. Agree	Agree	Neutral	Disagree	Str. Disagree
				1	11	4	3	0
				5%	58%	21%	16%	0%
Overall Percentage Favourable	xx%	Comparison Percentage	Xx%	External Benchmark		xx%		

Additional Comments Received:

- Verbatim Comment 1
- Verbatim Comment 2
- Verbatim Comment 3
- Verbatim Comment 4
- Verbatim Comment 5
- Verbatim Comment 6
- Verbatim Comment 7
- Verbatim Comment 8
- Verbatim Comment 9



SECTION 6: FINAL COMMENTS AND INPUT

Any final suggestions about making the company a better place?

- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 1*
- *Verbatim Comment 2*

Any specific initiatives that you believe the company should try?

- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 3*
- *Verbatim Comment 4*
- *Verbatim Comment 5*
- *Verbatim Comment 6*
- *Verbatim Comment 7*
- *Verbatim Comment 8*
- *Verbatim Comment 9*
- *Verbatim Comment 10*

Thoughts about improving this survey?

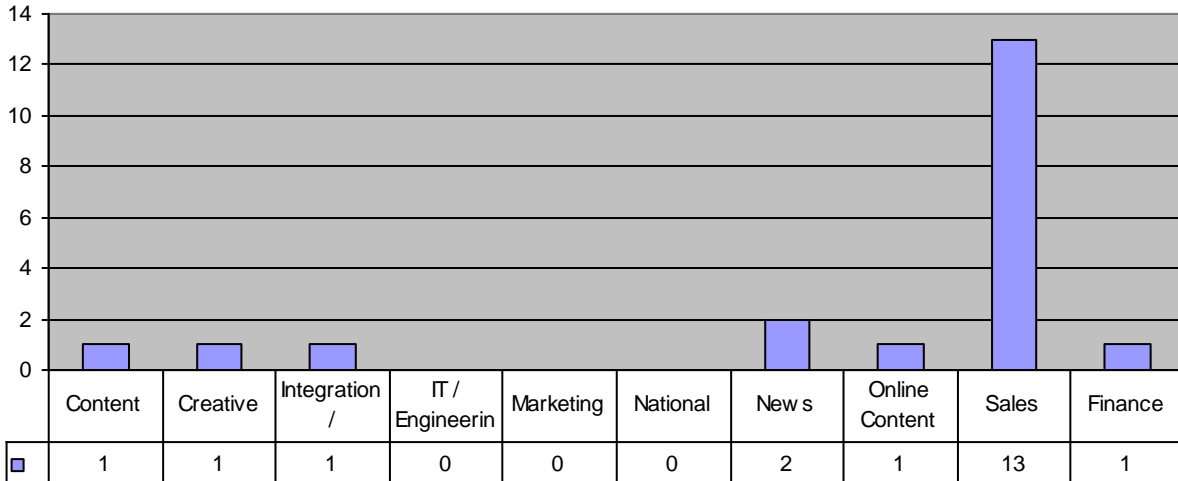
- *Verbatim Comment 1*
- *Verbatim Comment 2*
- *Verbatim Comment 3*
- *Verbatim Comment 4*
- *Verbatim Comment 5*
- *Verbatim Comment 6*
- *Verbatim Comment 7*
- *Verbatim Comment 8*
- *Verbatim Comment 9*
- *Verbatim Comment 10*



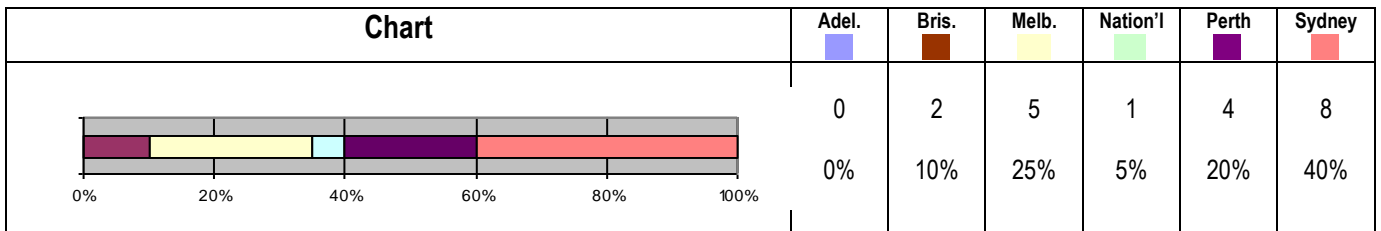
APPENDIX A: SAMPLE AND RESPONSE RATE

This report summarises employee opinion survey data for Company X for 2010. There were X responses received for the survey during this period from the X employees who were invited to participate, resulting in a response rate of X%.

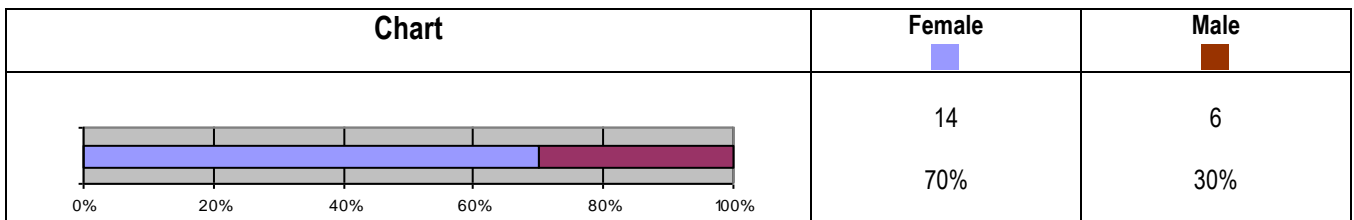
Departmental Break-down



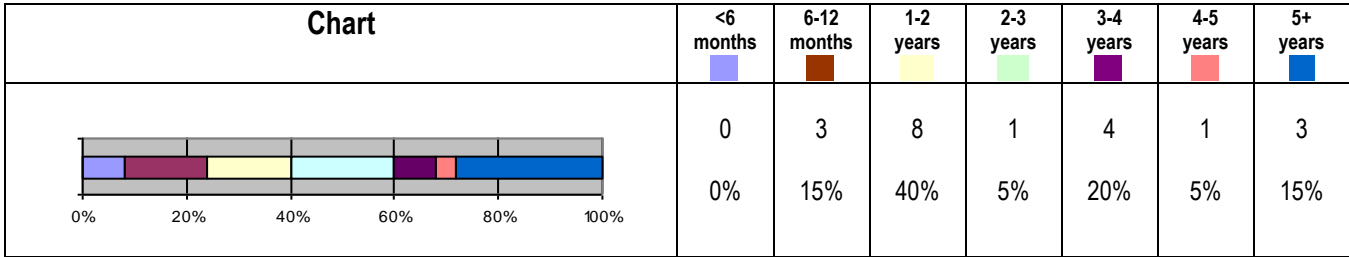
Which State Did You Work In?



Gender



Tenure



Age

