**EMPLOYEE SATISFACTION SURVEY**

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| ***Instructions:***  Gathering information on employee satisfaction, this survey focuses on how employees feel about their job description, position within the company, relationships with colleagues and superiors, advancement opportunities, and overall satisfaction. This survey asks questions about your experience working for the company. It ends with some questions about your satisfaction with various aspects of work and contains other questions about how you think and feel about the company.  Most questions employ a rating scale, with answers ranging from “Strongly disagree” to “Strongly agree”. Please tick (🗸) the box next to the rating that best matches your opinion. Your participation in this survey is anonymous. Thank you for sharing your opinions  **Note:**  The forms will be sent to you as a link by HR department which has to be filled and submitted. For those who do not have access to the web, the forms will be provided as hard copy which has to be filled and returned to HR. |

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| **EMPLOYEE DETAILS** | | | |
| **Employee Name** (optional) |  | **Subsidiary** (mandatory) |  |

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| **COMPANY** | | | | | | |
| In this section, please rate the following statements: | | **Strongly disagree**  **1** | **Somewhat  disagree**  **2** | **Neutral**  **3** | **Somewhat  agree**  **4** | **Strongly  agree**  **5** |
|  | The company clearly conveys its Vision & Mission to its employees. |  |  |  |  |  |
|  | I understand how my job aligns with the company's Vision & Mission. |  |  |  |  |  |
|  | I feel like I am a part of the company. |  |  |  |  |  |
|  | There is good communication from employees to managers in the company. |  |  |  |  |  |
|  | There is good communication from managers to employees in the company. |  |  |  |  |  |

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| **WORK ENVIRONMENT** | | | | | | |
| In this section, please rate the following statements: | | **Strongly disagree**  **1** | **Somewhat  disagree**  **2** | **Neutral**  **3** | **Somewhat  agree**  **4** | **Strongly  agree**  **5** |
|  | My job gives me the opportunity to improve my knowledge and skills |  |  |  |  |  |
|  | I have the training, tools and resources I need to do my job. |  |  |  |  |  |
|  | People in my department communicate sufficiently with one another. |  |  |  |  |  |
|  | I am satisfied with the facilities the company provides me. |  |  |  |  |  |
|  | I am aware of the necessary precautions that I should take while doing my job and I am clear about my responsibilities in relation to workplace health and safety. |  |  |  |  |  |

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| **EMPLOYEE BENEFITS – COMPENSATION** | | | | | | |
| In this section, please rate the following statements: | | **Strongly disagree**  **1** | **Somewhat  disagree**  **2** | **Neutral**  **3** | **Somewhat  agree**  **4** | **Strongly  agree**  **5** |
|  | Does your medical insurance cover the basic needs? |  |  |  |  |  |
|  | I am satisfied with the process used to determine annual appraisal |  |  |  |  |  |
|  | I receive the right amount of recognition for my work |  |  |  |  |  |
|  | I am aware of possible opportunities for my career progression in the company |  |  |  |  |  |
|  | My company recognizes and rewards employees’ occasionally. |  |  |  |  |  |

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| **SUPERIOR** | | | | | | |
| In this section, please rate the following statements: | | **Strongly disagree**  **1** | **Somewhat  disagree**  **2** | **Neutral**  **3** | **Somewhat  agree**  **4** | **Strongly  agree**  **5** |
|  | My superior actively listens to my suggestions. |  |  |  |  |  |
|  | My superior promotes an atmosphere of teamwork. |  |  |  |  |  |
|  | It is clear to me what my superior expects from me regarding my job performance. |  |  |  |  |  |
|  | My superior provides me with feedback and action plan for me to improve. |  |  |  |  |  |
|  | My superior has set clear objectives for the given year |  |  |  |  |  |

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| **SELF-EVALUATION** | | | | | | |
| In this section, please rate the following statements: | | **Strongly disagree**  **1** | **Somewhat  disagree**  **2** | **Neutral**  **3** | **Somewhat  agree**  **4** | **Strongly  agree**  **5** |
|  | I experience personal growth such as updating skills and learning different job |  |  |  |  |  |
|  | I am given opportunities to make suggestions and to communicate internally within the company (e.g. Get Connected). |  |  |  |  |  |
|  | My job requirements and descriptions are clear and I have a clear path for career advancement. |  |  |  |  |  |
|  | I get a chance to talk about my line manager |  |  |  |  |  |
|  | Company contributes on my personal growth development via trainings and mentoring/coaching. |  |  |  |  |  |
|  | I get a chance to review and measure my personal objectives every half year. |  |  |  |  |  |

| **GENERAL QUESTIONS** | |
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|  | Overall, how satisfied are you working for  Your Department:  The Company: |
|  | What I like best about working for  My Department is:  The Company is: |
|  | Things that The Company/Department should do to make it a better workplace are...  Department:  Company: |
|  | What other benefits do you expects from the company? |
|  | To what extent do you agree with the following statement: I would recommend this company as a good place to work? |
|  | What suggestions for improvement do you have for us (if any)? |

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| **HR DEPARTMENT REMARKS** |
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