



S.T.E.P.S.

EMPLOYEE SURVEY

READ EACH STATEMENT CAREFULLY

Job Title:

Location:

1. DAY-TO-DAY JOB DUTIES

My abilities and skills are fully utilized.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My workload is manageable.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am given the opportunity to do challenging and interesting work.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The overall training and education I receive is relevant to my job and needs.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am professionally challenged by my job duties.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am given the opportunity to supervise other people. (If applicable)

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	



I receive recognition and positive reinforcement for my work.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am given opportunities for advancement and professional growth.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My pay is appropriate for my skill level and education.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with my pay compared with the pay for similar jobs in other agencies or organizations.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

2. SUPERVISION AND CO-WORKERS

My supervisor is a competent manager.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My supervisor's technical competence is appropriate.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My supervisor has interest in my career development.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My supervisor has awareness and understanding of problems within the workplace.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My supervisor conducts helpful and informative reviews of my performance.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	



My supervisor advocates for me with upper management personnel.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My co-workers are technically competent.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

My co-workers are pleasant and helpful.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The general morale of my co-workers is good.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

3. LEADERSHIP/MANAGEMENT

I am satisfied with the overall leadership of the organization.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The organization's goals and objectives are clearly stated and communicated to all employees.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

There are adequate opportunities for my input in the organization's planning process.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the manner in which leadership communicated policy, procedures, and directives to employees.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The organization treats all employees equally, fairly, consistently, and with respect.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	



The organization's leadership models open and clear communication practices.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The organization is managed in a manner that results in optimal outcomes for clients.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The organization's leadership and management openly encourages feedback and input regarding its operations.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

4. POLICIES AND PRACTICES

I have the opportunity to talk with my supervisor on a weekly or as needed basis.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I receive adequate information on agency policies during orientation from Human Resources.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I receive adequate information on agency policies, programs, projects and processes from my supervisor.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I receive adequate information on departmental policies and organizational structure from my supervisor.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the performance review policies and practices of the organization.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the promotion policies and practices of the organization.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	



I receive adequate information on promotional opportunities from my supervisor.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the job transfer policies and practices.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the overtime policies and practices.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the salary review policies and practices of the organization.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

5. WORKING CONDITIONS AND BENEFITS

The physical working conditions are adequate.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the opportunities for career development.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the opportunities for promotion.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

I am satisfied with the opportunities to participate in decision-making.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	

The organization is open to receiving new and original ideas.

☐ Disagree Strongly	☐ Disagree	☐ Disagree Slightly	☐ N/A
☐ Agree Slightly	☐ Agree	☐ Agree Strongly	



The vacation leave policy is satisfactory.

☐ Disagree Strongly

☐ Disagree

☐ Disagree Slightly

☐ Agree Slightly

☐ Agree

☐ Agree Strongly

☐ N/A

The sick leave policy is satisfactory.

☐ Disagree Strongly

☐ Disagree

☐ Disagree Slightly

☐ Agree Slightly

☐ Agree

☐ Agree Strongly

☐ N/A

The medical insurance plan is satisfactory.

☐ Disagree Strongly

☐ Disagree

☐ Disagree Slightly

☐ Agree Slightly

☐ Agree

☐ Agree Strongly

☐ N/A

The life insurance plan is satisfactory.

☐ Disagree Strongly

☐ Disagree

☐ Disagree Slightly

☐ Agree Slightly

☐ Agree

☐ Agree Strongly

☐ N/A

The dental insurance plan is satisfactory.

☐ Disagree Strongly

☐ Disagree

☐ Disagree Slightly

☐ Agree Slightly

☐ Agree

☐ Agree Strongly

☐ N/A

I am satisfied with this organization as a place to work.

☐ Disagree Strongly

☐ Disagree

☐ Disagree Slightly

☐ Agree Slightly

☐ Agree

☐ Agree Strongly

☐ N/A

Please feel free to add any additional comments.