

When reviewing the statements below, rate each statement on a scale of 1-10. A "10" indicates you strongly agree with the statement; a "1" indicates you strongly disagree with the statement.

1. Most days I am happy and satisfied with the work I do.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
2. I receive recognition for work well done.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
3. The purpose of the organization is important to me personally.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
4. I am treated with fairness and respect.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
5. My workplace is safe.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
6. I am paid fairly for the work I do.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
7. My job provides me with a sense of purpose and meaning.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
8. I have positive relationships with my co-workers and my leaders.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
9. At work I feel like I am connected to others and that I belong here.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
10. I have freedom to choose how best to accomplish my work.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
11. We work and share information effectively across departments.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
12. I understand how my job contributes to the organization's purpose.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
13. My co-workers and I openly talk about what needs to be done and how to do things.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)
14. I am proud to work at my organization.									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

Questionnaire continues on flip side

15. My job makes good use of my skills and abilities.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

16. I feel I have the tools and resources I need to do my work.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

17. I am encouraged to be creative and innovative and try things in new ways.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

18. Disrespect and conflict are minimal and if they arise, they are managed quickly.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

19. I feel valued for the work I do.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

20. I am committed to working efficiently.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

21. It's important to me that the quality of my work is high.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

22. I feel like people at work care about my well-being.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

23. I feel encouraged to continually develop my skills.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

24. The work I do is interesting and challenges me.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

25. I have a sense of control and an element of autonomy in my work.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

26. I would recommend my organization to friends as a good place to work.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

27. Essential, relevant or simply helpful information is easily available.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

28. I am asked for opinions on work-related decisions.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

29. My workplace matters and makes a difference.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (strongly disagree)	2	3	4	5	6	7	8	9	10 (strongly agree)

FACILITATOR'S GUIDE

Facilitator's Role

As the facilitator of the *Employee Engagement Assessment* tool, your goal is to create a safe environment that provides for thoughtful responses and stimulates healthy discussion. The purpose of this tool is to have team members assess their own engagement level, and to discuss how to improve conditions that lead to stronger employee engagement.

Administering the Survey

The process begins with a short team meeting where the facilitator outlines the purpose and process for doing the assessment. Participants are given the survey questions and asked to fill them out and return them to a confidential area (e.g., secured drop box). The survey usually works best when the results are anonymous.

Interpreting the Survey

The facilitator reviews the survey results and looks for themes that are consistently coming up – both positive and negative. The facilitator prepares a summary of these themes. Response to questions that are 5 or under should be viewed with concern, particularly when similar results are seen in other surveys. Responses of 8-10 should be celebrated.

FACILITATING DISCUSSION

The facilitator presents the findings of the survey to the group, focusing on themes. Once people have heard the results, the facilitator may ask some or all of the following questions with the intent of initiating a discussion in which people can collectively explore the themes.

1. How accurate are the themes that have emerged here? Did we miss any others?
2. What can we learn from these themes?
3. Based on these themes, what are the areas leadership and the organization can improve on?

FACILITATION CONSIDERATIONS

- Who is the best person to facilitate both the process and discussion? What is their role within the team, and what are the potential dynamics to be aware of related to this?
- Consider group size. The larger the group, the more time you will likely need. However, more voices may mean you don't miss important issues that only a few people raise.
- Consider group make-up. What are the positives and negatives of having people from loosely connected teams be a part of the same process? We strongly recommend that you break discussion up into small groups or teams.
- Set guidelines for discussion. How will you listen to each other? How will people be supportive and non-judgmental while listening and asking questions?

MOTIVATION AND ENGAGEMENT

Motivation and engagement are connected, but they are not the same thing. There can be motivated employees with no engagement, but it's hard to find an engaged employee who isn't also motivated. The following statements outline, in an elementary way, the difference between a motivated and an engaged employee.

Motivated Employee: What's the benefit to me? What do I gain?

Engaged Employee: What's the benefit to our organization? Why does my work matter?

*The Employee Engagement Assessment tool is intended as a guide to facilitate discussion.
This tool is not a scientifically validated instrument.*

No portion of these forms may be copied, reproduced or reprinted in any format without express permission from ACHIEVE.