
CHECKLIST FOR COMPANY EMPLOYEE ENGAGEMENT SURVEYS

Companies regularly carry out employee engagement surveys to track employee satisfaction with a view to making positive changes within the business for the future. Employee engagement surveys therefore need to be carefully planned and organised. We've created this helpful checklist for you containing all the important steps in carrying out an employee engagement survey.

Employee Engagement Survey Checklist

Define the goals of your survey

The most important thing is that you know what you want to achieve from the employee engagement survey. Once the goals have been clearly defined, you'll be able to set the appropriate scope and method for carrying out the survey. It often helps to include employees in the goal-setting process.

Determine the appropriate departments to be included in the survey

Bring together a project team representing all company departments involved in the survey. This will build employee confidence in the process of giving feedback and allow you to create a more effective set of survey questions which get to the heart of employee concerns.

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The difficulty lies not so much in developing new ideas as in escaping from old ones

John
Maynard
Keynes

Set out the process for conducting the engagement survey

Work out how you want to carry out the survey. You could conduct face-to-face interviews, distribute written questionnaires or carry out an online survey. The latter option offers you the best way of securing the data and anonymity of survey participants.

▶ [Learn more about conducting employee engagement surveys online with Polyas](#)

Calculate both financial and time outlays to be spent on the survey

Think about how costly each step of the survey process is likely to be in terms of time and money. Calculate the costs of printing and distributing surveys and the time involved in carrying out and evaluating the survey results.

Create a timetable for carrying out the survey

Assign responsibilities and fix deadlines for specific tasks throughout the survey process. Online employee engagement surveys will help you to save time and money in the organisation and implementation of your survey.

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- Make a directory of all employees who may participate in the survey**
Create a list of all participating employees including relevant contact details so they can easily receive the survey. With online employee engagement surveys you'll secure all of your participants' data.

- Develop the body of questions to be asked in the engagement survey**
When formulating questions to be asked in the survey, make sure they are impartially worded to elicit honest and constructive employee feedback. Tailor the questions to meet the goals of your survey and ensure enough time is set aside for planning and creating the survey questions.
▶ [Download our free set of model survey questions for free here as a PDF](#)

- Invite your employees to participate**
Discuss the goals and process of conducting the survey with your employees in order to build up employee confidence in it. Explain to your employees that all answers can be given anonymously and that their personal data will be secured. Offering participants the option to complete surveys online is the best way of doing this.
▶ [Learn more about the advantages of online employee engagement surveys](#)

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Tips for employee engagement surveys:

» www.polyas.com/companies/employee-engagement-survey/helpful-tips

TIP

**We are happy to help set up online surveys on your behalf.
Contact us to learn the benefits of online surveys!**

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