



EMPLOYEE
ENGAGEMENT
SATISFACTION
SURVEY

For
EESS Default
12/09/2008



RAPIDBI

KNOWLEDGE • UNDERSTANDING • ACTION



WELCOME TO THE EMPLOYEE ENGAGEMENT AND SATISFACTION SURVEY

The following pages show the outputs from the EESS completed in September 2008 with Christopher R. Mihm facilitating.

The EESS is a perceptions based tool and not a factual measurement, however peoples perceptions are their reality, and for an organisation to work effectively peoples perceptions should be aligned. Often the reason for an organisation not being as successful as it could be is the fact that varying parts of the organisation are not aligned closely enough together.

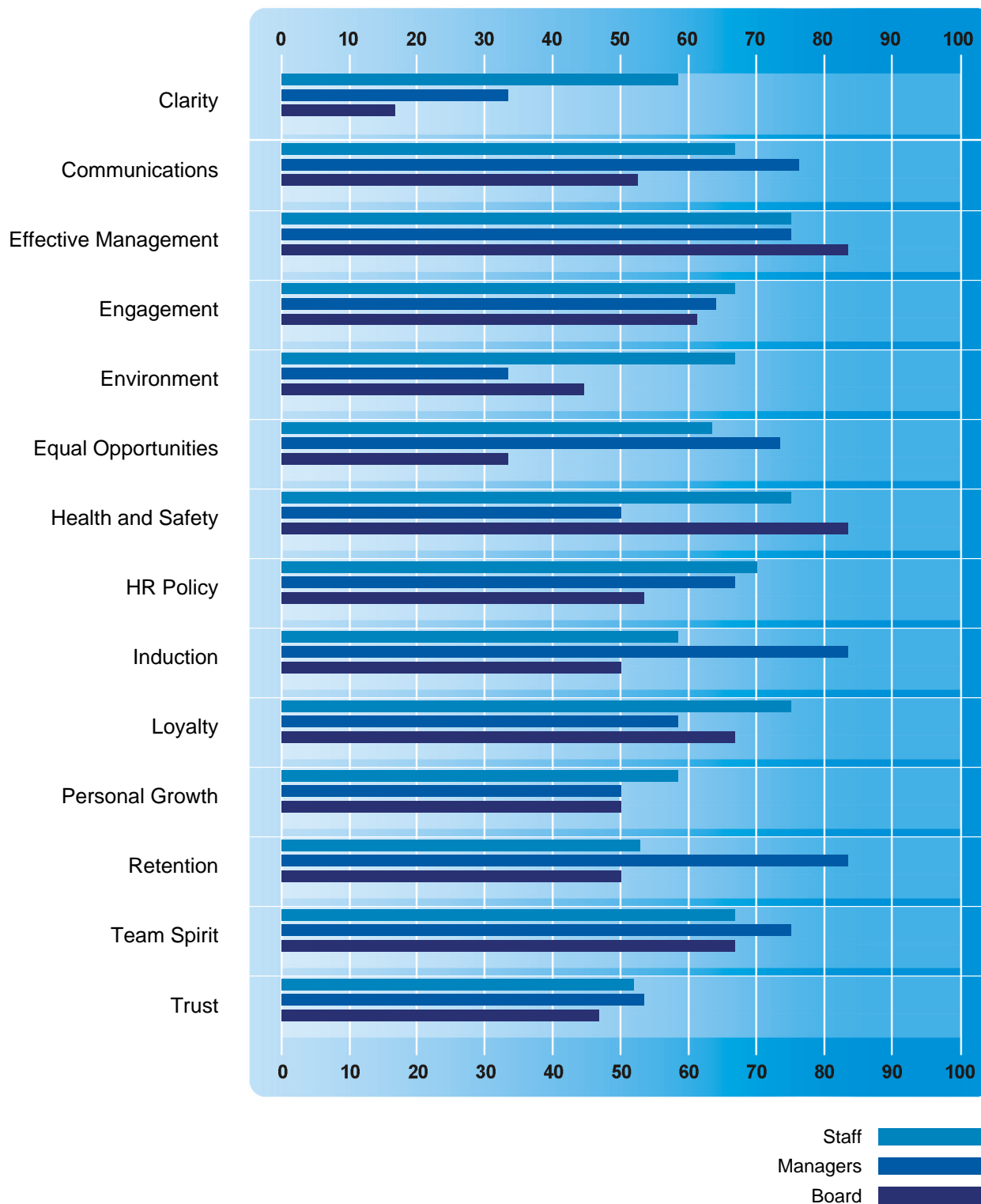
While perceptions may not be fact, where groups report a similar view their is a high likelihood that the view is accurate.

The purpose of this output is to generate discussion and provide a vehicle for a business action plan.

We strongly recommend that you share the graphical outputs with everyone that contributed.

The RapidBI team wish you well with the implementation.

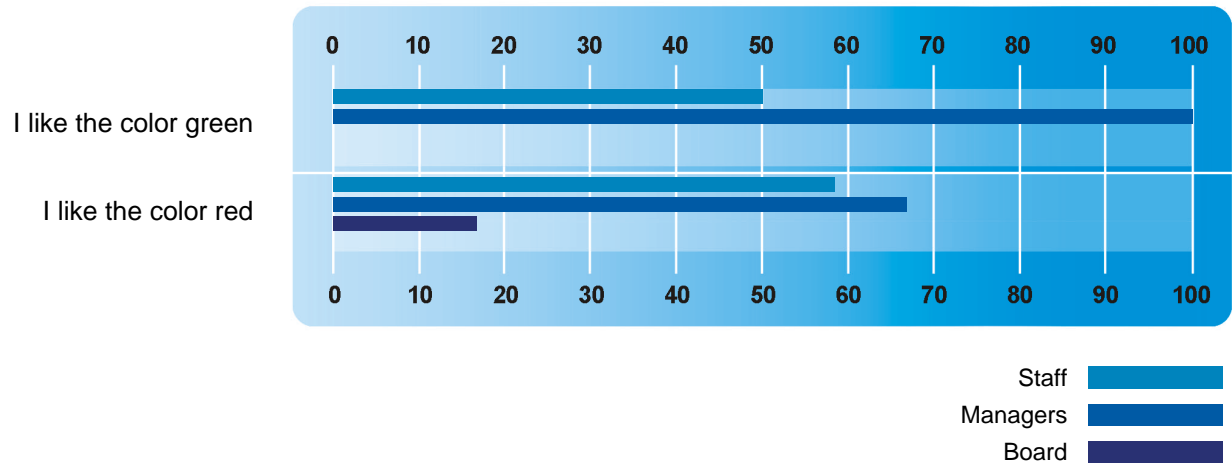
This shows how people in the organisation view engagement and satisfaction factors



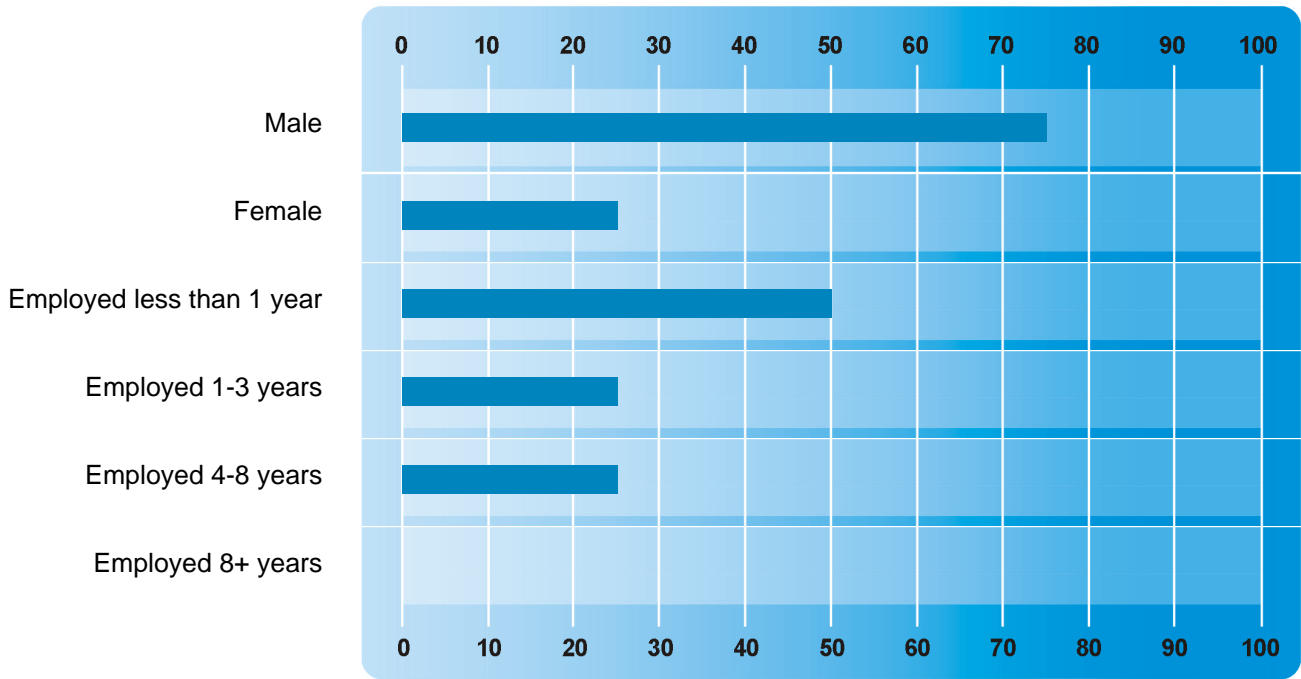
Extended Survey

EESS Default

This shows how people in the organisation view Engagement and satisfaction factors



This page shows the demographics of the responders to the survey



The Future

EESS Default

The results from the EESS process need to be considered in the context of where the organisation wants to go.

The vision of the company according to the:

BOARD

???

MANAGERS

I have a vision!

STAFF

test

To be successful and make money

This page shows how responders completed the following statement: "I am proud to work here because..."

BOARD

1

STAFF

the organisation cares about the environment

Responder Reactions

EESS Default

This page shows how responders completed the following statement: "I am embarrassed to work here because..."

BOARD

2

STAFF

I have to drive to work

Responder Reactions

EESS Default

This page shows how responders completed the following statement: "For this organisation to be a better place to work, I wish it would stop..."

BOARD

3

STAFF

telling me what to do

Responder Reactions

EESS Default

This page shows how responders completed the following statement: "For this organisation to be a better place to work, I wish it would start..."

BOARD

4

STAFF

communicating better between departments

Comments

EESS Default

This page shows the free text comments from responders

BOARD

5

MANAGERS

These are my comments.

STAFF

why do I have to fill in my own personnel information - I have a job to do and HR used to do this

Employee Satisfaction

EESS Default

This shows the average score for the employee satisfaction questions.

			Not True	Partly True	Mostly True	True
1. I trust my immediate supervisor	Sample Report	My interests	66.6%	33.3%	—	—
2. I trust our senior management		My interests	25%	50%	25%	—
3. I trust our organisation		My interests	—	50%	50%	—
4. I feel safe about my future		My interests	—	—	50%	50%
5. I intend to stay with the organisation for the next 12 months		My interests	25%	25%	25%	25%
6. I am fully motivated		My interests	—	25%	50%	25%
7. When I get up in the morning, I think about coming to work		My interests	—	75%	25%	—
8. I always feel tired when I get up in the morning		My interests	—	25%	50%	25%
9. I am always proud to tell others I work for this organisation		My interests	—	50%	25%	25%
10. I am fairly paid for the work I do		My interests	—	—	50%	50%
11. I am rewarded for my achievements		My interests	—	25%	50%	25%
12. The organisation has no compulsory redundancies		My interests	—	25%	25%	50%
13. This organisation has a wide range of products and varied work		My interests	—	50%	50%	—
14. I have had an interesting career		My interests	25%	—	50%	25%
15. This organisation has a good reputation		My interests	—	—	100%	—
16. I am regularly consulted in the organisation		My interests	—	50%	—	50%
17. My pay is related to my responsibilities		My interests	—	—	75%	25%
18. This organisation has flexible working hours (child-care, flexible hours, etc.)		My interests	—	25%	25%	50%
19. I regularly get opportunities to develop my skills		My interests	—	25%	50%	25%
20. I regularly have opportunities to develop my skills		My interests	—	50%	25%	25%

This shows the average score for the employee engagement questions.

	Sample Report	Not True	Partly True	Mostly True	True
1. I always feel a sense of purpose and meaning in my work	of me	75%	—	—	25%
2. I always have the tools, information, and materials to do my work		—	25%	75%	—
3. I always do what I am best at		—	25%	50%	25%
4. I always do my work well	well done	—	—	50%	50%
5. My manager treats me as an individual		—	—	50%	50%
6. My manager encourages my personal development		—	—	75%	25%
7. People here listen to my thoughts		—	50%	25%	25%
8. The work here makes me feel my job is important		—	—	50%	50%
9. Everyone here is committed to doing a good job		—	50%	25%	25%
10. I have a lot to learn from my colleagues		—	—	75%	25%
11. My manager regularly takes time to discuss my progress		—	50%	25%	25%
12. I often learn new things from my colleagues		—	50%	50%	—

This shows the average score for the general communication questions.

		Not True	Partly True	Mostly True	True
1.	We have good communication	50%	25%	—	25%
2.	We have effective cooperation	—	25%	50%	25%
3.	We have effective co-operation	—	—	75%	25%
4.	We have an effective structure	—	25%	50%	25%
5.	We have effective meetings	—	—	75%	25%
6.	We have effective activities	—	25%	25%	50%
7.	We have effective activities	—	50%	—	50%

This shows the average score for the equal opportunities questions.

1. The organisation

Sample Report

a persons race
2. The organisation

a persons age
3. The organisation

individuals gender
4. The organisation

a persons sexuality
5. The organisation

individuals with a disability

Not True	Partly True	Mostly True	True
50%	25%	25%	—
—	50%	25%	25%
—	—	75%	25%
—	25%	25%	50%
—	50%	25%	25%

This shows the average score for the working environment questions.

1. Conditions in my work environment are safe	Sample Report	be highly productive	Not True	Partly True	Mostly True	True
2. Overall my work environment is good			75%	—	—	25%
3. I am given enough information to do my job properly			—	75%	25%	—
4. When starting a new job, I am given an effective induction			—	—	25%	75%
5. When given a new task, I am given the resources I need to do it properly			—	25%	75%	—
6. Health and Safety is treated as a priority			—	50%	—	50%
7. We are encouraged to report safety issues and minor injuries			—	25%	75%	—
			—	25%	—	75%

This shows the average score for your organisation questions.

- 1. I like the color green
- 2. I like the color red

Not True	Partly True	Mostly True	True
25%	25%	25%	25%
—	75%	—	25%

Employee Satisfaction

EESS Default

This shows the average score for the employee satisfaction questions (by demographic).

Sample Report			Male	Female	<1 year	1-3 years	4-8 years	8+ years
1. I trust my in	terests	r my best	11.1%	—	16.6%	—	—	—
2. I trust our s	interests	r my best	44.4%	—	50%	—	33.3%	—
3. I trust our o	st interests		55.5%	33.3%	50%	33.3%	66.6%	—
4. I feel safe a			77.7%	100%	83.3%	100%	66.6%	—
5. I intend to s		ast 12 months	66.6%	—	50%	—	100%	—
6. I am fully m			77.7%	33.3%	66.6%	33.3%	100%	—
7. When I get		k forward to	33.3%	66.6%	33.3%	66.6%	33.3%	—
8. I always fee		on	66.6%	66.6%	83.3%	66.6%	33.3%	—
9. I am always		pany and tell	44.4%	100%	50%	100%	33.3%	—
10. I am fairly p			77.7%	100%	83.3%	100%	66.6%	—
11. I am reward		oing similar	77.7%	33.3%	66.6%	33.3%	100%	—
12. The organis		oiding	88.8%	33.3%	83.3%	33.3%	100%	—
13. This organi		esting and	55.5%	33.3%	66.6%	33.3%	33.3%	—
14. I have had		ths	55.5%	66.6%	50%	66.6%	66.6%	—
15. This organi		thin	66.6%	66.6%	66.6%	66.6%	66.6%	—
16. I am regula		ees within the	77.7%	33.3%	66.6%	33.3%	100%	—
17. My pay is r		ance	66.6%	100%	66.6%	100%	66.6%	—
18. This organi		non-work	88.8%	33.3%	83.3%	33.3%	100%	—
19. I regularly		opportunities to	66.6%	66.6%	50%	66.6%	100%	—
20. I regularly		nd develop at	66.6%	33.3%	66.6%	33.3%	66.6%	—

Employee Engagement

EESS Default

This shows the average score for the employee engagement questions (by demographic).

	Sample Report		Male	Female	<1 year	1-3 years	4-8 years	8+ years
1. I always know what is expected of me			33.3%	—	50%	—	—	—
2. I always have enough equipment and materials to do my work			55.5%	66.6%	50%	66.6%	66.6%	—
3. I always have the opportunity to do what I am best at			77.7%	33.3%	83.3%	33.3%	66.6%	—
4. I always receive recognition for work well done			88.8%	66.6%	83.3%	66.6%	100%	—
5. My manager treats me as an individual			77.7%	100%	83.3%	100%	66.6%	—
6. My manager encourages my personal development			77.7%	66.6%	83.3%	66.6%	66.6%	—
7. People listen to my ideas and thoughts			66.6%	33.3%	83.3%	33.3%	33.3%	—
8. The work environment makes me feel my job is important			88.8%	66.6%	83.3%	66.6%	100%	—
9. Everyone I work for is committed to doing a good job			66.6%	33.3%	66.6%	33.3%	66.6%	—
10. I have very little to say about my work			77.7%	66.6%	66.6%	66.6%	100%	—
11. My manager regularly takes time to discuss my work (at least once a year)			66.6%	33.3%	83.3%	33.3%	33.3%	—
12. I often have the opportunity to learn new things			55.5%	33.3%	50%	33.3%	66.6%	—

This shows the average score for the general communication questions (by demographic).

		Male	Female	<1 year	1-3 years	4-8 years	8+ years
1. We have good communication processes	Sample Report	44.4%	—	50%	—	33.3%	—
2. We have effective financial co-operation		55.5%	100%	50%	100%	66.6%	—
3. We have effective financial co-operation		77.7%	66.6%	83.3%	66.6%	66.6%	—
4. We have a clear communication and structure		77.7%	33.3%	66.6%	33.3%	100%	—
5. We have effective meetings		77.7%	66.6%	83.3%	66.6%	66.6%	—
6. We have effective team meetings		88.8%	33.3%	83.3%	33.3%	100%	—
7. We have effective coordination of work activities		77.7%	33.3%	66.6%	33.3%	100%	—

This shows the average score for the equal opportunities questions (by demographic).

Sample Report		Male	Female	<1 year	1-3 years	4-8 years	8+ years
1. The orga	towards a persons race	33.3%	—	33.3%	—	33.3%	—
2. The orga	towards a persons age	66.6%	33.3%	66.6%	33.3%	66.6%	—
3. The orga	towards individuals gender	66.6%	100%	66.6%	100%	66.6%	—
4. The orga sexuality	towards a persons	77.7%	66.6%	66.6%	66.6%	100%	—
5. The orga disability	towards individuals with a	66.6%	33.3%	50%	33.3%	100%	—

Working Environment

EESS Default

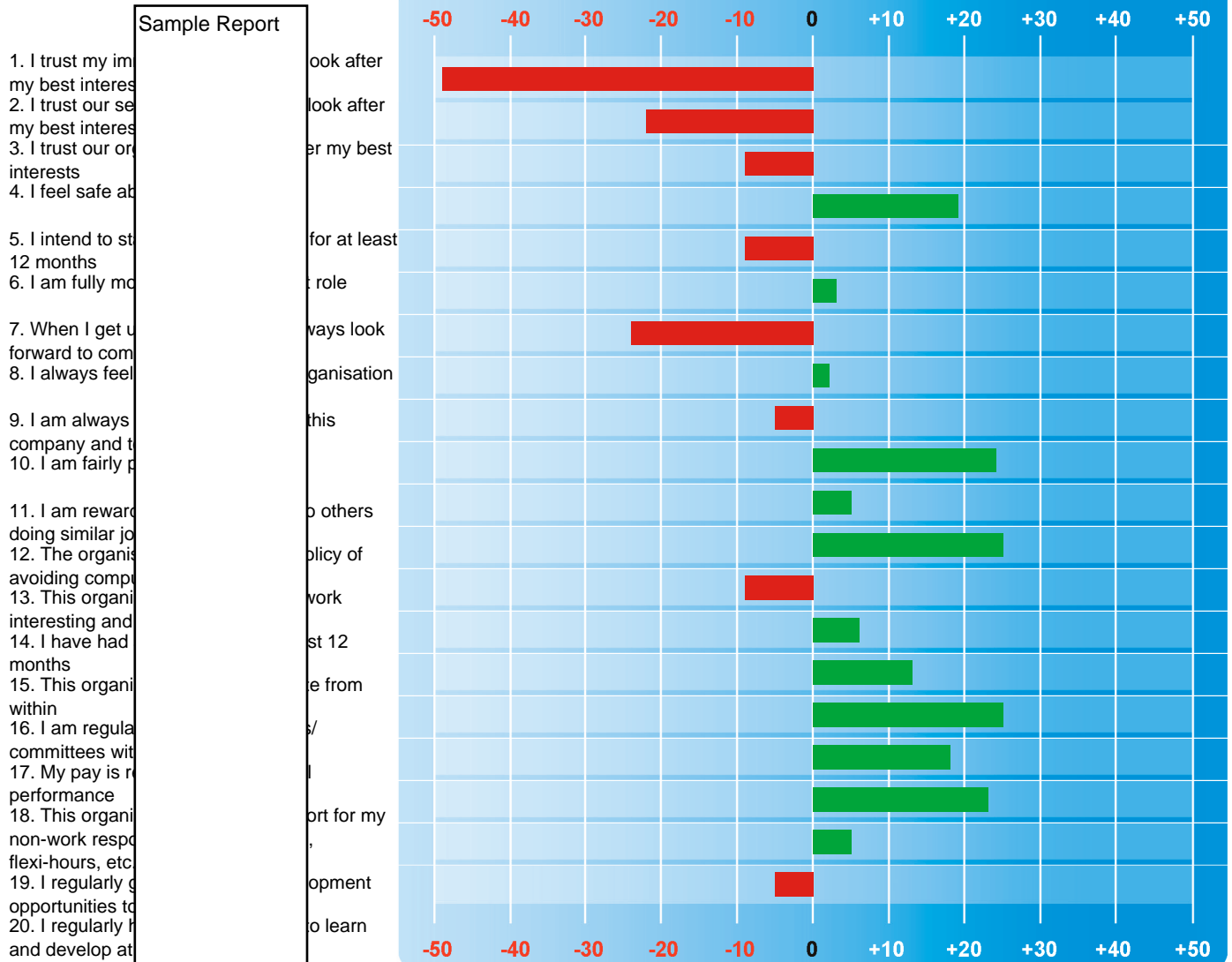
This shows the average score for the working environment questions (by demographic).

			Male	Female	<1 year	1-3 years	4-8 years	8+ years
1. Conditions in productive	Sample Report	to be highly	33.3%	—	50%	—	—	—
2. Overall my w			44.4%	33.3%	50%	33.3%	33.3%	—
3. I am given en		properly	88.8%	100%	100%	100%	66.6%	—
4. When starting induction		given an effective	66.6%	33.3%	66.6%	33.3%	66.6%	—
5. When given a that I fully un		that to do in a way	77.7%	33.3%	66.6%	33.3%	100%	—
6. Health and S priority		treated as a	66.6%	33.3%	66.6%	33.3%	66.6%	—
7. We are enco injuries		nisses and minor	77.7%	100%	100%	100%	33.3%	—

This shows the average score for your organisation questions (by demographic).

	Male	Female	<1 year	1-3 years	4-8 years	8+ years
1. I like the color green	44.4%	66.6%	16.6%	66.6%	100%	—
2. I like the color red	55.5%	33.3%	66.6%	33.3%	33.3%	—

This shows the average score for the employee satisfaction questions compared to database norms.



This shows the average score for the employee engagement questions compared to database norms.

- Sample Report
1. I always know what I am doing

2. I always have the materials to do my job

3. I always have the information I need to do what I am best at

4. I always receive feedback on my work

5. My manager encourages me to do things my way

6. My manager encourages me to develop my own ideas

7. People list to what I have to say

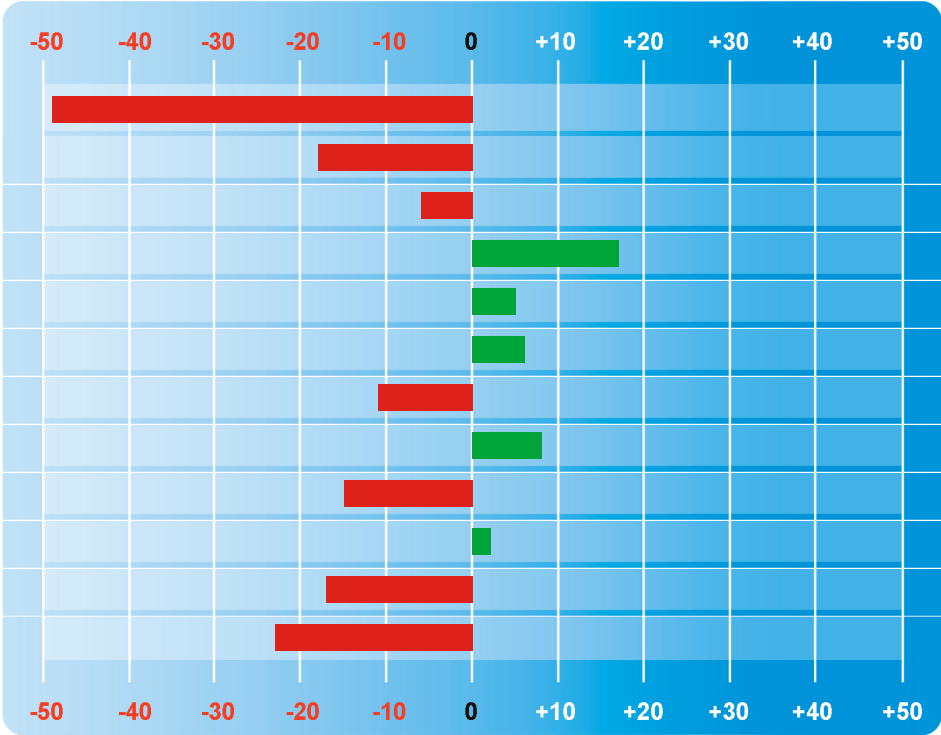
8. The work environment makes me feel my job is important

9. Everyone I work with is committed to doing a good job

10. I have very little to say about how my work is done

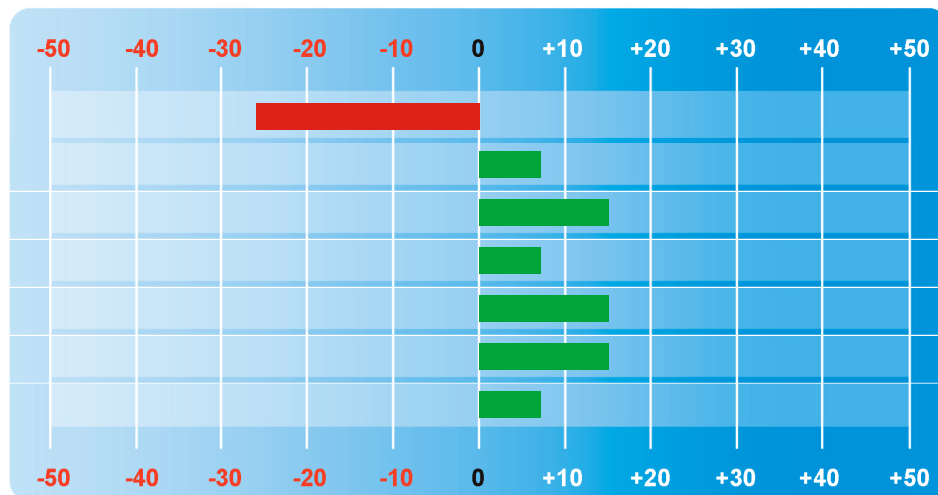
11. My manager takes time to listen to my ideas

12. I often have to learn new things



This shows the average score for the general communication questions compared to database norms.

- | Sample Report | Questions |
|---|-----------|
| 1. We have good communication practices | |
| 2. We have good communication with external | |
| 3. We have good communication with departmental | |
| 4. We have good communication with organisation and structure | |
| 5. We have good communication with meetings | |
| 6. We have good communication with management meetings | |
| 7. We have good communication with activities | |



This shows the average score for the equal opportunities questions compared to database norms.

- Sample Report
1. The org
persons ra

2. The org
persons ad

3. The org
individuals

4. The org
persons se

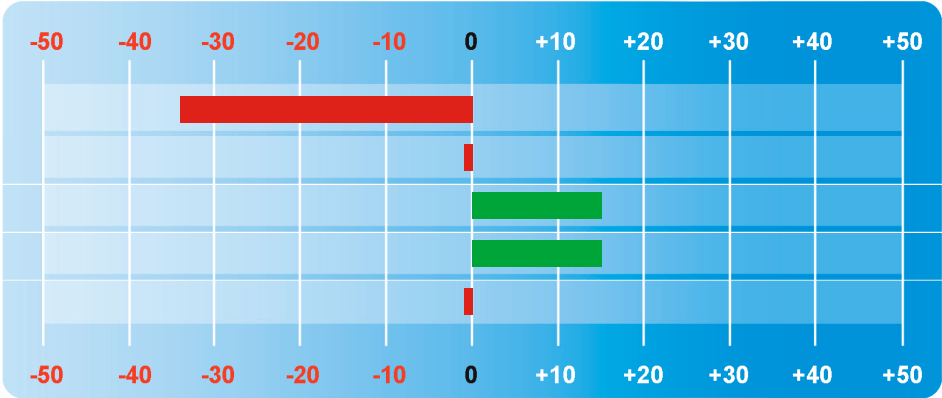
5. The org
individuals
- towards a

towards a

towards

towards a

towards



Working Environment

EESS Default

This shows the average score for the working environment questions compared to database norms.

1. Conditions are safe and healthy
2. Overall management is effective
3. I am given the opportunity to develop my skills
4. When staff are given an effective job, they are given the opportunity to develop their skills
5. When given an effective job, staff are given the opportunity to develop their skills
6. Health and safety is treated as a priority
7. We are encouraged to report near misses and incidents

Sample Report

How much do you agree with the following statements?

1. Conditions are safe and healthy

2. Overall management is effective

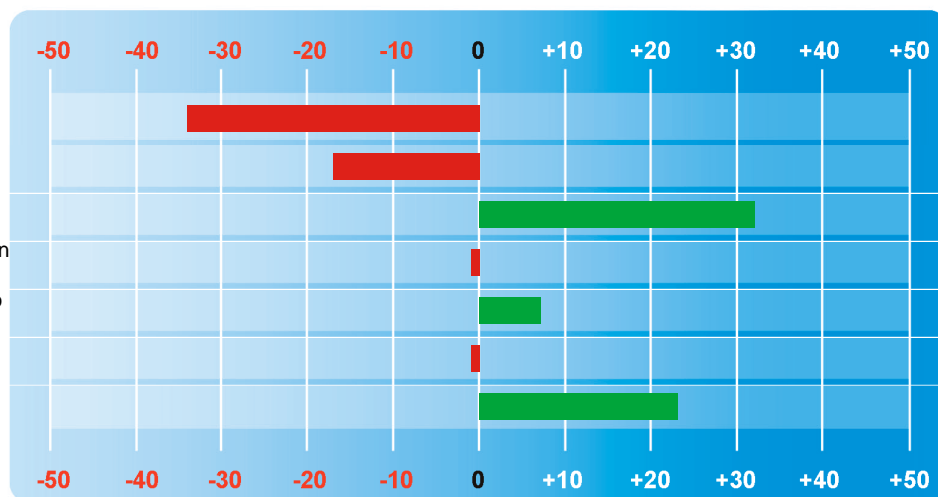
3. I am given the opportunity to develop my skills

4. When staff are given an effective job, they are given the opportunity to develop their skills

5. When given an effective job, staff are given the opportunity to develop their skills

6. Health and safety is treated as a priority

7. We are encouraged to report near misses and incidents



ACTION PLANS

Introduction

The previous pages have reflected back the scores and ranking as provided by participants. It is up to you and the strategic decision making team how to interpret these results for your organisation at this point in time.

To aid this process the following pages provide some points that you may wish to consider.

Due to the comprehensive nature of the tool we do not report on all factors.

Structure and Use

The first page is a blank template for you to use to finalise your plan. For maximum success we recommend only targeting up to seven factors, and then when they have been accomplished, targeting another etc... If this process takes more than nine months it is advisable to retake the EESS as things would have changed, as would priorities.

The second page is a template for planning the development of your senior people, often the EESS process highlights management skills as a possible area for improvement.

After this are pages covering potential actions for each of the areas covered by the EESS. Please note that only five actions are listed and not all possible actions. Those presented in red text scored very low, and warrant due consideration.

Please note, factors are listed on each page with the lowest scoring items first.

The items listed are to assist you, the RapidBI team and the EESS software cannot take all factors into account that impact your organisation, RapidBI cannot be held liable for any acts or omissions.

Areas for Consideration

EESS Default

This page covers potential actions for each of the areas covered by the EESS. Those presented in red text scored very low, and warrant due consideration.

Possible Areas for Consideration		Person Responsible
<p>Clarity</p> <p>One of the key factors in running an organisation is to ensure that all employees are clear about what they are expected to do, and to what standard. Making expectations clear to all employees is vital, equally so is ensuring that they have the appropriate skills, time, materials and equipment to undertake the task.</p>	<p>Sample Report</p>	
<p>Trust</p> <p>One of the factors which is crucial to the success of an organisation is the trust that senior people in the organisation have in their staff. Building trust requires doing things consistently and transparently in decision making processes, and ensuring that people are involved in decisions that affect them.</p>		
<p>Environment</p> <p>The physical and psychological environment in which teams and individuals work (and are managed) are people given the opportunity to work in a supportive environment.</p>		
<p>Personal Growth</p> <p>Having the right skills today is an important investment as having the right skills tomorrow is as important. Personal development is not just about sending people on expensive courses, it is about creating an atmosphere of learning and a desire in individuals to learn.</p>		
<p>Equal Opportunities</p> <p>Everyone in the organisation should have the opportunity to be recruited in the first place. Equal Opportunities should be a priority to ensure that there is no resentment and reduced productivity.</p>		
<p>Retention</p> <p>Recruiting good people is one of the most important tasks a manager can do. It is much more cost effective to retain good people than to recruit a new person who may not be as effective. Factors which aid retention include: clear expectations, good communication, recognition, and development opportunities.</p>		

Having a One Page Action Plan can help ensure that key issues raised through the EESS are addressed effectively.

What do you need to do?	How will you do it?	By When?	Who is responsible?
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Please Note

While the EESS has the potential to show a lot of needs, our experience has taught us to focus on not more than 7 changes. As while you are implementing any change to improve your organisation you still need to do the day job!

Therefore identifying the right 5/6 actions to undertake is important.

Suggested Management Team Development Plan

EESS Default

Having a Team Development Plan can help ensure that key managers have the skills necessary to deliver the EESS Action Plan.

Development Need	Development Activity	Source	Timing	Cost (£)