

While not exhaustive, these questions do touch on the points most often mentioned in employee satisfaction surveys. Feel free to customize for your needs, and be sure to offer it in an atmosphere of open discussion and never use the results against anyone on your team.

SURVEY

(adapted from *Finding Joy In Your Job*, © 2007 by Pat Healey)

What Kind of Boss Am I?

In an effort to open a dialogue between us, I'd love to have your candid feedback about my performance and effectiveness as your supervisor. This is an anonymous survey, and I sincerely want to learn from you how I can improve and how we can better work together to further all of our goals. After I've reviewed the surveys, I'll call a meeting to discuss the results and map out changes we can implement to make this a better place for all of us to work.

Rank me from 1 to 10 on each of these items, with 1 being the poorest performance and 10 being the best. A score of 5 or less on any item would indicate to me that this is something you really feel I need to improve, while scores of 6 or better would demonstrate your basic satisfaction or delight.

- ___ 1. My duties have been thoroughly explained to me and I know exactly what is expected of me each day.
- ___ 2. I have all the training I need to carry out my duties to the best of my abilities.
- ___ 3. I have all the tools I need to perform my job.
- ___ 4. When I need questions answered, someone is available to do so.
- ___ 5. I have all the assistance I need from others to carry out my duties.
- ___ 6. When I do good work, it is acknowledged at least weekly.
- ___ 7. I have regular performance reviews with management.
- ___ 8. I feel encouraged to develop my skills and there is room for advancement and growth here.
- ___ 9. I am given freedom to structure my day.
- ___ 10. I feel trusted to assume ever more responsibility.

- ____ 11. I feel valued as an employee and fairly compensated for my efforts.
- ____ 12. I am included in decision making that affects me.
- ____ 13. My input is sought and carefully considered.
- ____ 14. I feel like I can talk to you about my job whenever I need to.
- ____ 15. For the most part, you focus on my positive traits and strengths.
- ____ 16. I understand the company's mission, and I've been made to feel a part of the team.
- ____ 17. I believe you follow the same standards that you set for us.
- ____ 18. It feels like you are in touch with my workload and have realistic expectations about what I can accomplish.
- ____ 19. When I do go the extra mile for you, I feel appreciated.
- ____ 20. I know you care about me as a person and can be flexible when I need time to attend to personal issues.