Team Happiness Survey

Dear >>>>>

We need you…

We would love your open & honest feedback

We're looking to get a good understanding of the position of the business from the heart of the business itself, you our amazing team. This Happiness Survey is part of our greater Flow and Grow Campaign, continually working towards a Flow State within our team and offering.

The survey will be used to identify and act upon any potential points so we can continually work to improve our offering. The aim is to contribute towards ensuring a healthy happy and motivated team in order to produce positive benefits for the organisation and you, our very important people.

To help us create an open and honest culture, your comments and suggestions will be gratefully received with open arms.

If you do respond to certain questions with ***'disagree'*** or ***'strongly disagree'***, it would be extremely useful if you could please provide some further information and suggest solutions for improvement.

If you respond with **'agree**' or '**strongly agree'** and you would like to introduce new ideas, please use the comment boxes provided, any additional feedback will help to continually improve what we do.

Lastly, this form is confidential, and it is your choice to remain anonymous if you would prefer.

All we ask for is an honest and open approach to this survey, with details where appropriate to help us to continually work towards improvement and raising the level of Happiness within our team.

Thank you so much. We really do appreciate you.

Signed
Leader
Of your amazing company

Policy and Strategy

We now have clear objectives with a strategy to achieve our objectives which fully supports the values and direction of the business and is shared with our people.

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	I have knowledge of what our companies objectives and strategy are	1	2	3	4
2	I have a chance to input into or influence the plans	1	2	3	4
3	I get involved in helping the business to improve by introducing and managing improvements	1	2	3	4
4	I believe the job I do contributes to what our company is trying to achieve	1	2	3	4
5	There are clearly defined business goals and targets to be achieved	1	2	3	4
6	I know that our company monitors the progress of its plans and I have an idea of how they are developing	1	2	3	4
7	I believe our company makes sure its financial resources support its business goals and targets	1	2	3	4

Your comments:

Our leaders identify their role as Leaders, setting the direction for our business and inspiring, supporting and acknowledging our people

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	Directors communicate a positive and constructive outlook for the future of our company.	1	2	3	4
2	Directors are consistent in personally applying the behaviours and attitudes that they ask of us	1	2	3	4
3	Directors develop themselves in order to make their leadership more effective	1	2	3	4
4	My manager takes an active interest in my work	1	2	3	4
5	My manager builds on my personal strengths and help me to achieve success	1	2	3	4
6	My manager does not criticise my work without offering constructive solutions	1	2	3	4
7	If I have a personal problem that will impact on my work performance, I can freely approach my manager to enlist his/her help	1	2	3	4
8	I feel Valued	1	2	3	4

Your comments:

Our Company manages its buildings, equipment, materials and technology for the benefit of the organisation and its people

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	Our companies premises are adequate and fit for purpose	1	2	3	4
2	I believe my work area is healthy and inspiring	1	2	3	4
3	The equipment available meets my needs	1	2	3	4
4	Our Company makes full use of potential technology	1	2	3	4
5	Our Company has adequate resources to enable me to do my job effectively	1	2	3	4
6	I believe our company has a positive team spirit	1	2	3	4
7	Our Company attempts to reduce consumption and waste	1	2	3	4
8	I know of one method we use to minimise our impact on the environment (please list in the comments box below)	1	2	3	4
9	Our Company promotes good practice in Health and Safety	1	2	3	4
10	Our Company clearly identifies training to promote a “green” friendly environment	1	2	3	4

Your comments:

Communication

Our Company has an open and free flow of information and encourages people to express ideas and opinions openly

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	Our Company has good communication methods in place throughout the organisation	1	2	3	4
2	Relevant information flows easily around our company with few delays or distortions	1	2	3	4
3	Requests for information on any topic always receive a prompt response	1	2	3	4
4	People are usually ready to give their views and pass on information	1	2	3	4
5	I am fully involved and informed of changes affecting my work	1	2	3	4
6	I am given information regarding circumstances outside my immediate job role as appropriate to my needs	1	2	3	4

Your comments:

Learning Opportunities and Career Development

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	I believe our company is a fair employer	1	2	3	4
2	Our Company understands and addresses the factors that affect our people's morale	1	2	3	4
3	I believe that equal opportunities exist for all staff	1	2	3	4
4	My training and development needs are regularly assessed and action taken to address the requirements appropriate to my job role	1	2	3	4
5	Our company try to use the best methods for each development needs	1	2	3	4
6	I believe staff are recruited and promoted on the basis of ability	1	2	3	4
7	I believe our company encourages the sharing of good practice across the organisation	1	2	3	4

Your comments:

My Performance

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	I have assigned responsibilities with clear objectives	1	2	3	4
2	I manage my own work and great emphasis is placed on taking personal responsibility	1	2	3	4
3	I feel that my skills are utilised to their full potential	1	2	3	4
4	I proactively look for ways to improve my individual performance	1	2	3	4
5	My performance is regularly reviewed and provides appropriate support for improvement	1	2	3	4
6	I am reasonably open and honest in my working relationships and feel able to share my concerns with my leader(s)	1	2	3	4
7	I am given decision-making authority for my assigned areas of responsibility within the day-to-day operation of the business	1	2	3	4
8	I am empowered to act within my current job role	1	2	3	4
9	I believe that my contribution to our company is valued and I receive recognition for my efforts and achievements	1	2	3	4

Your comments:

Team Work

Our company encourages people to work together and to find and use smarter ways of working

	Please circle one number in answer to each of the questions	Strongly disagree	Disagree	Agree	Strongly Agree
1	There are generally good working relationships throughout our company.	1	2	3	4
2	I am encouraged to work positively with colleagues and to be creative	1	2	3	4
3	My colleagues are always willing and helpful	1	2	3	4
4	We celebrate and take pleasure in the success of others' achievements	1	2	3	4
5	I am fully aware of my own team objectives	1	2	3	4
6	My team's performance is regularly reviewed	1	2	3	4
7	We all work as a team to improve the way we do things	1	2	3	4

Your comments:

Customers, Partners and Suppliers

Our Comany understands the needs of its customers, partners and suppliers and builds upon its effective relationships

	Please circle one number in answer to each of the questions	Strong disagree	Disagree	Agree	Strongly Agree
1	I believe our company has effective relationships with its customers	1	2	3	4
2	I am clear about who our customers are	1	2	3	4
3	I feel I have the knowledge to discuss briefly all our companies products and services with customers	1	2	3	4
4	We take the time to build relationships with customers	1	2	3	4
5	I believe our customers are generally satisfied with the services we provide	1	2	3	4
6	I believe our company has effective relationships with its partners / collaborators etc.	1	2	3	4
	I am clear about who our key partners are .	1	2	3	4
8	I believe our company has effective relationships with its suppliers	1	2	3	4
9	I believe our company values feedback from its customers, partners and suppliers and responds rapidly and positively to feedback	1	2	3	4

Your comments:

Job Satisfaction Questionnaire

A number of factors believed to contribute towards job satisfaction are listed below.

Please indicate if you are happy or unhappy that each factor contributes well towards your job satisfaction.

		Happy	Unhappy
1	Interesting / challenging work	☐	☐
2	Management style of your manager	☐	☐
3	Working conditions	☐	☐
4	Adequate resources/equipment to do your job	☐	☐
5	Friendliness of colleagues	☐	☐
6	Your benefits package, i.e. pension	☐	☐
7	Your salary package	☐	☐
8	Your job security	☐	☐
9	Level of responsibility	☐	☐
10	Level of empowerment to get things done	☐	☐
11	Opportunities to manage own workload	☐	☐
12	Opportunities for career development/training	☐	☐
13	Opportunities to show initiative	☐	☐
14	Feeling that you accomplish something worthwhile at work	☐	☐
15	The opportunity to have flexible hours	☐	☐
16	Current structure of flexible working system	☐	☐
17	The number of hours I work	☐	☐

If you have any suggestions or recommendations to help us to improve your job satisfaction, and overall happiness then please let us know below:

Additional Questions and Comments

		Yes	No
Q1	Do you feel that the Business Vibe Team Happiness Survey will benefit your Happiness & Satisfaction within your role?	☐	☐

All feedback is welcomed openly…

Please provide any comments or recommendations that would benefit you, your team and our company as we move forward together as a team and a business. This is a collaboration, and we appreciate your thoughts and feelings…

Please list in the columns below the **Strengths and Weaknesses** of our company, please be open and honest – remember this is a confidential survey. Please list at least 3 in each column.

Strengths ☺	Weaknesses ☹

If you would like to include your name below to further the discussion of your comments and suggestions, then please feel free to do so. Otherwise, leave this space blank for your anonymity.

Name:

Date:

Comments: