

Employee Engagement Survey (EES) organizational readiness checklist

CHECK ALL THAT APPLY TO YOUR ORGANIZATION:

- Our business results are flat or getting worse (i.e. we are not meeting our numbers). Customers are voicing their dissatisfaction.
- Performance levels of previously high performing contributors are declining.
- Good employees are leaving.
- Exit interviews point to problems around employee trust and engagement.
- More employees are going on disability/sick leave and/or we have higher levels of absenteeism.
- We have a growing number of employee relations issues.
- Trusted, high-performing employees are raising concerns regarding employee morale.
- Negative comments regarding our organization are proliferating on Glassdoor.
- Employees are feeling overwhelmed by work demands and are struggling to keep up.
- Hiring is getting more difficult: increasing finalists are turning us down at the offer stage.
- We lack meaningful systematic two-way communication at all levels within the organization.
- We have no systematic way to collect information from employees that identify the obstacles of our business success.
- Sticking with the status quo to address engagement and morale is no longer an option.
- Our executives recognize that there is a problem with employee morale, engagement, and productivity, and is seeking to understand root causes and solutions.
- Our executives have the courage to seek out, share, and solve for root causes.
- We have the resources needed to effectively manage the internal organizational aspects of the survey process.

— Total



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More than two thirds of organizations conduct annual employee surveys. Should you?

Launching an engagement survey is a strategic decision. The executive team must be ready for feedback and the timing must fit the organization's business planning and performance timetable. After completing the checklist, your total will help determine if your organization is ready.

11 TO 17: BURNING PLATFORM

If you scored between 11 and 17, you need help. Your organization is suffering from a high level of employee disengagement and underperformance. An Employee Survey will be a key tool to understand root causes and potential solutions. You should also explore more immediate action to address your issues. These may include changes in select leaders, focus group discussions with trusted intermediaries to surface hot issues, and/or changes to key business goals and processes.

7 TO 10: FIRE WARNING

If you scored between 7 and 10, your organization is showing early signs of employee disengagement and underperformance. Now is the time to act. Your leadership team is committed to learning more and taking action and your organization is ready to introduce an Employee Survey. The survey process will help you to measure, manage, and improve Employee Engagement that will, in turn, help drive an increase in employee productivity and business results.

0 TO 6: PROCEED WITH CARE

If you scored between 0 and 6, your organization is in a good place. You probably have some good measures in place to gauge staff sentiment. It is likely that a well-thought-out annual or biennial Employee Engagement Survey is part of your process.