



EMPLOYER OF CHOICE

“Year-End Employee Personal and Company Assessment...”

This questionnaire is intended to help your company improve the way it manages people. There are several items in the questionnaire. We would like you to answer each item as openly and honestly as you can.
Once you have completed the questionnaire, place it in the envelope supplied and mail it.



SEQUUS

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Year-End Employee Personal and Company Assessment

Assessment of your Work Experience

1. Overall, the level of satisfaction with my work experience at the company in the past year is: (select one)

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied
1	2	3	4	5

2. Over this past year, do you think that most employees would rate their work experience satisfaction at the company similar to your own level of satisfaction?

Yes _____ No _____ Don't Know _____

3. Please rate your satisfaction with each of the following in the past year.

The amount of recognition you receive from your manager or supervisor for your individual contributions

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

The training and development opportunities provided by the company to help you perform your job

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

The amount of say you have in determining how you do your job

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

How well your immediate work group communicates with each other

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

The effectiveness of your most recent performance appraisal in identifying specific suggestions for performance improvement or professional development

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

Your understanding of how your work contributes to the success of a company

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

The fairness of your supervisor administers policy

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

Opportunity to advance my career

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

The overall communication throughout the company

Extremely Dissatisfied	Very Dissatisfied	Neither Satisfied nor Dissatisfied	Very Satisfied	Extremely Satisfied	N/A
1	2	3	4	5	

4. Please indicate your agreement with each of the following where (5) means "Strongly agree" and (1) means "Strongly disagree."

Teamwork helps our company perform better

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1	2	3	4	5

I have seen improvement in the quality of work as a result of teamwork in the company

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1	2	3	4	5

I am treated with respect by others with whom I work

Strongly Disagree 1	Disagree 2	Neither Agree nor Disagree 3	Agree 4	Strongly Agree 5
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My immediate supervisor/manager is doing a good job of leading my work group

Strongly Disagree 1	Disagree 2	Neither Agree nor Disagree 3	Agree 4	Strongly Agree 5
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I trust my immediate supervisor/manager

Strongly Disagree 1	Disagree 2	Neither Agree nor Disagree 3	Agree 4	Strongly Agree 5
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I understand how my job performance will be evaluated by my supervisor

Strongly Disagree 1	Disagree 2	Neither Agree nor Disagree 3	Agree 4	Strongly Agree 5
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I feel free to give my opinions without worrying about a negative response.

Strongly Disagree 1	Disagree 2	Neither Agree nor Disagree 3	Agree 4	Strongly Agree 5
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5. Do you have any recommendations about what might improve your work experience at the company in the coming year? Please use the space below.

Personal Assessment of Your Work Performance

6. Overall, I would rate my job performance in the past year, as (select one)

Poor 1	Average 2	Good 3	Excellent 4	Outstanding 5
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7. Do you think your job performance has changed over the past year? Please indicate how.

- My performance has improved
- My performance has stayed the same
- My performance is not as good
- Did not work here last year

8. Please identify three factors that would improve your job performance in the coming year. They might range from more training in a particular area, to improved teamwork, better communication, more hiring in your department, etc. Please be as specific as you need and enter more than three if needed.

- 1.
- 2.
- 3.

- 4.
- 5.

9. Overall, how would you rate the performance of your co-workers?

Poor	Average	Good	Excellent	Outstanding	Don't Know
1	2	3	4	5	

10. Overall, how would you rate the performance of your immediate supervisor/manager?

Poor	Average	Good	Excellent	Outstanding
1	2	3	4	5

11. Please indicate your strengths and weaknesses in the areas listed below by selecting a rating for each where (1) means "Do not know how" and (4) means "Area where I do very well." Select "N/A" if area is not in your job function.

Keep up with current developments related to my job

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Work in an organized way

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Good problem-solver

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Meet goals that are set for me

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

High work productivity

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Communicate well

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Listen carefully

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Good team player

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Effective leadership talent and skills

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Skill on the computer

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

Effectively use the Internet

Do not know how	Really need improvement	Can perform with confidence, but could improve	Area where I excel	N/A
1	2	3	4	

12. How long have you been working for the company?

- Less than a year
- 1 - 2 years
- 2 - 5 years
- 5 - 10 years
- More than 10 years

13. What is your job function?

- Non-supervisory Staff
- Supervisor
- Manager
- Other _____

Thank you for your assessment and opinions. Your answers are entirely confidential.