



# EMPLOYEE SURVEY EVALUATION TOOL

New Dawn Resources Limited

Now that your internal deadline has passed and you have collected in all entries you can begin scoring each questionnaire.

## HOW TO USE THIS TOOL

The charts in this tool should help you to score the responses in each of the 4 survey areas. Place a mark in the appropriate box on each chart to reflect each survey result for each individual survey. Work through the survey result charts on pages 2, through 5 and then come back to the result table below.

### SCORING CRITERIA:

- Strongly Agree = 5 points 
- Agree = 3 points 
- I don't know = 0 points 
- Disagree = 2 points 
- Strongly Disagree = 1 point 

The last 3 rows in each chart show you how to arrive at your overall score for each category. Add the total scores of each question and divide it by the number of completed surveys you have - this is your organisation's score.

## OVERALL ORGANISATIONAL SURVEY RESULTS

		Overall score for this category
Category 1	Your mental health in the workplace	
Category 2	Your physical health in the workplace	
Category 3	Leadership in the workplace	
Category 4	Where you work / the environment	
Add all 4 category scores together to get your overall score		

## YOUR OVERALL SCORES EXPLAINED

- 0-25 Ouch!
- 25-50 Not great!
- 50-75 Good score!
- 75-100 Great score!



SEE PAGE 6 FOR MORE INFORMATION ON THE SCORES AND WHAT THEY MEAN



Category 1 of the survey	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Points	5	3	0	2	1
I believe I am mentally healthy					
I believe the organisation is supportive when employees struggle with their mental health /wellbeing					
My work for the organisation is fulfilling & worthwhile					
I am happy in my role and rarely feel overly-stressed					
I know what support is available should I need help with my own mental health					
	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Total Scores for	___ x 5 = ___	___ x 3 = ___	___ x 0 = 0	___ x 2 = ___	___ x 1 = ___
Total of the combined 5 scores		The total number of surveys returned		Divide the total combined score by the number of surveys returned	<b>score for category 1</b>



Category 2 of the survey	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Points	5	3	0	2	1
My physical wellbeing is something my organisation cares about					
I believe I am in good physical health					
My organisation encourages positive physical wellbeing					
My organisation supports and encourages regular physical activities					
I am encouraged to leave my work station to take my breaks and move around					
	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Total Scores for	___ x 5 = ___	___ x 3 = ___	___ x 0 = 0	___ x 2 = ___	___ x 1 = ___
Total of the combined 5 scores		The total number of surveys returned		Divide the total combined score by the number of surveys returned	<b>score for category 2</b>



Category 3 of the survey	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Points	5	3	0	2	1
My manager sets a positive example in terms of work life balance					
I do not feel pressurised to read & respond to emails outside of working					
My manager notices when I am under pressure or struggling in work					
I feel my manager trusts me and I have a degree of autonomy in my work					
I feel my achievements in work are recognised and that I am valued					
	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Total Scores for	___ x 5 = ___	___ x 3 = ___	___ x 0 = 0	___ x 2 = ___	___ x 1 = ___
Total of the combined 5 scores		The total number of surveys returned		Divide the total combined score by the number of surveys returned	<b>score for category 3</b>



Category 4 of the survey	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Points	5	3	0	2	1
I like the workplace environment and enjoy the physical workspace					
My workspace is comfortable and conducive to my productivity					
I feel my organisation helps in making this an appealing place to be					
I have good facilities for preparing meals, access to fresh water and storing food					
I have the tools & resources to enable me to do my job effectively					
	Strongly Agree	Agree	I Don't Know	Disagree	Strongly Disagree
Total Scores for	___ x 5 = ___	___ x 3 = ___	___ x 0 = 0	___ x 2 = ___	___ x 1 = ___
Total of the combined 5 scores		The total number of surveys returned		Divide the total combined score by the number of surveys returned	<b>score for category 4</b>



The core of every good wellbeing program is behaviour change. With the right education, skills, motivation, tools, and social support, people can change their behaviours. Wellbeing programs are good at helping people adopt and maintain healthy behaviours. This is perhaps the biggest benefit of having a wellbeing program.



## **0-25**      **OUCH!**

It looks like there could be some really serious issues in your organisation right now. We recommend that you set health & wellbeing as a priority for the leadership team. There could be some quick and easy wins to get things started and on the right track, but don't forget to include employees within your discussions, to take full account of their ideas.

## **25-50**      **NOT GREAT!**

There is definitely more that the organisation should be doing to ensure its employees' health and wellbeing is a priority. You should think about setting up a working party which includes a member of leadership or a Director and a diverse range of employees to look at different ways you could improve and maybe consider developing a wellbeing action plan to spread the work over 12 to 18 months.

## **50-75**      **GOOD SCORE!**

The organisation is doing well but there's still room for improvement. These improvements could be quite simple but before you start it is worth analysing your scores in the different areas/headings of the survey. It is clear you're doing well already in some areas so this will ensure you are targeting your efforts in the right area.

## **75-100**      **GREAT SCORE!**

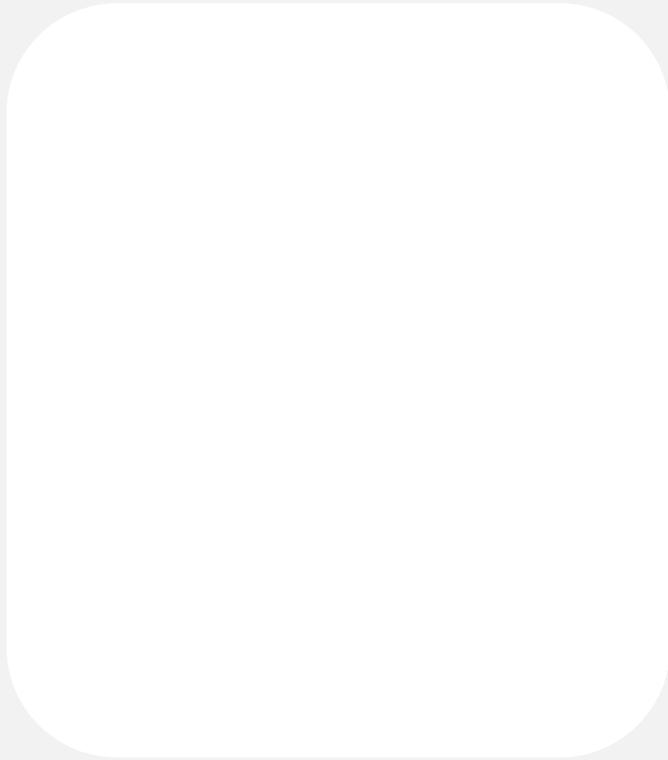
It seems like the organisation is in really good shape and is looking after employees' health and wellbeing. There are always ways you can make improvements, so keep talking to your teams and see what ideas they have. You might also consider tracking your absence and leaver data to see if there are any trends which you could target.



## FIRST THOUGHTS / A WELLBEING ACTION PLAN

What could we do to help improve employee's mental health or support employees who are struggling at the moment?

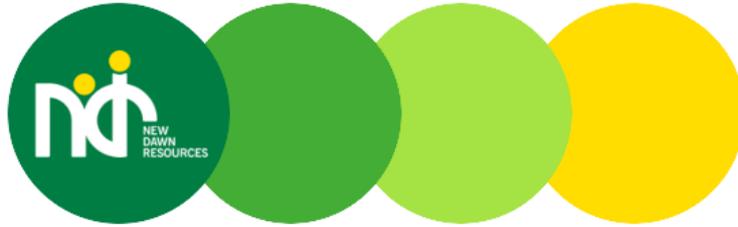
What could we do to improve employee's physical health during working hours or to encourage more physical movement?



What can managers and leaders do to encourage better work life balance and reduce presenteeism in their teams?

How can we encourage our employees to become more resilient and make their physical and mental health a priority?





WOULD YOU LIKE TO HEAR MORE ABOUT HOW TO PUT A PLAN IN PLACE OR DEVELOP A WELLBEING STRATEGY USING THE SURVEY SCORES AS A BENCHMARK?

WOULD YOU LIKE HELP TO ANALYSE THE DATA FROM YOUR SURVEY TO IDENTIFY THE CORE PROBLEM AREAS WHICH MIGHT BE DRAGGING OTHER SCORES DOWN?

WOULD YOU LIKE TO HEAR HOW WE COULD HELP YOUR MANAGERS AND THOSE INDIVIDUALS WITHIN YOUR ORGANISATION WHO MIGHT BE STRUGGLING AT THE MOMENT?

GET IN TOUCH



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