

Survey

Sample Cover Letter

[Date]

Dear Staff Member:

In our effort to improve our services, we invite you to participate in this brief survey and tell us how well our facility is meeting your expectations.

Your participation is voluntary, and your answers will be anonymous; do not write your name anywhere on this questionnaire. The answers from all staff will be analyzed as a group, not individually. Your answers will be kept confidential.

Please answer the questions for yourself. This survey will take approximately 10 minutes. Please return it at this place: _____ by this date: _____. If you have any questions about the survey, please ask: _____.

The survey results will be posted in the Employee Break room. A multi-disciplinary team representing all departments will be convened to review the results, select opportunities for improvement, plan the improvement and implement the plan. To be a part of this strategic team, write your name on the sign-up sheet, which will be located next to the survey results.

Thank you for your feedback.

Yours sincerely,

[Name]

Staff Satisfaction Survey

Please indicate whether you agree with the following statements by circling the number that reflects your answer to each question. Thank you.

Job Title (check one): N.A.C. R.N. or L.P.N. Administrative
 Environmental Services Dietary Services Social Services / Activity Other

Shift (check one): Days Evenings Nights

Unit or neighborhood: _____

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree

		Strongly Disagree	Disagree	Agree	Strongly Agree
	Work Environment				
1	For the type of job, my workload is reasonable.	1	2	3	4
2	I have enough equipment and supplies to do my work well.	1	2	3	4
3	Compared to other facilities I am paid fairly.	1	2	3	4
4	My performance evaluations are done fairly.	1	2	3	4
5	There is communication between shifts.	1	2	3	4
6	Co-workers work well together.	1	2	3	4
7	I like the type of work I do.	1	2	3	4
	Supervision				
8	I get recognition for good work.	1	2	3	4
9	My supervisor cares for me as a person.	1	2	3	4
10	I am treated with respect.	1	2	3	4
11	Managers care about the staff.	1	2	3	4
	Training				
12	New staff receives a good orientation.	1	2	3	4
13	Staff receive good ongoing training.	1	2	3	4
14	I got training to deal with challenging residents.	1	2	3	4
15	I got training to deal with challenging families.	1	2	3	4
	Caregiving				
16	The staff cares about the residents.	1	2	3	4
17	This facility gives good care.	1	2	3	4
	In General				
18	Overall, I am satisfied with this long-term care facility.	1	2	3	4
19	I would recommend this long-term care facility as a good place to receive care.	1	2	3	4
20	I would recommend this long-term care facility as a good place to work.	1	2	3	4
21	I have a best friend at work.	1	2	3	4

Feel free to write comments on back of the page.