**Sample Employee Recognition Program Feedback Survey**

Dear [Department] Team,

Thank you for participating in our Employee Recognition Program. Your feedback is essential for us to enhance and improve the program. Please take a few minutes to share your thoughts and experiences.

**Section 1: General Information**

1.1. **Team/Division:**

* Sales
* Marketing
* Operations
* Human Resources
* Finance
* Other (please specify)

1.2. **How long have you been with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department?**

* Less than 6 months
* 6 months to 1 year
* 1-3 years
* 3-5 years
* More than 5 years

**Section 2: Program Perception**

2.1. **On a scale of 1-5, how familiar are you with the Employee Recognition Program?**

* (1 being not familiar at all, 5 being extremely familiar)

2.2. **How would you rate the overall clarity of information provided about the program?**

* Excellent
* Very Good
* Good
* Fair
* Poor

2.3. **What elements of the Employee Recognition Program do you find most valuable?**

**Section 3: Nominations and Awards**

3.1. **Have you submitted a nomination for the Employee Recognition Program?**

* Yes
* No

3.2. **If yes, how satisfied were you with the nomination process?**

* Very Satisfied
* Satisfied
* Neutral
* Dissatisfied
* Very Dissatisfied

3.3. **If no, please share the reason for not participating in the nomination process.**

**Section 4: Recognition Impact**

4.1. **Have you personally received recognition through the program?**

* Yes
* No

4.2. **If yes, how has the recognition impacted your motivation and job satisfaction?**

**Section 5: Suggestions and Improvements**

5.1. **Do you have any suggestions for improving the Employee Recognition Program?**

5.2. **What types of recognition or rewards would you find most meaningful?**

**Section 6: Overall Satisfaction**

6.1. **On a scale of 1-5, how satisfied are you with the Employee Recognition Program?**

* (1 being not satisfied at all, 5 being extremely satisfied)

**Section 7: Additional Comments**

7.1. **Is there anything else you would like to share regarding the Employee Recognition Program?**

Thank you for completing our Employee Recognition Program Feedback Survey. Your insights are crucial for the success and continuous improvement of the program. If you have further comments or would like to discuss your feedback in more detail, please contact [Specify contact person and their contact information].

Best regards,

[Your Name] [Your Position] [Department Name]

