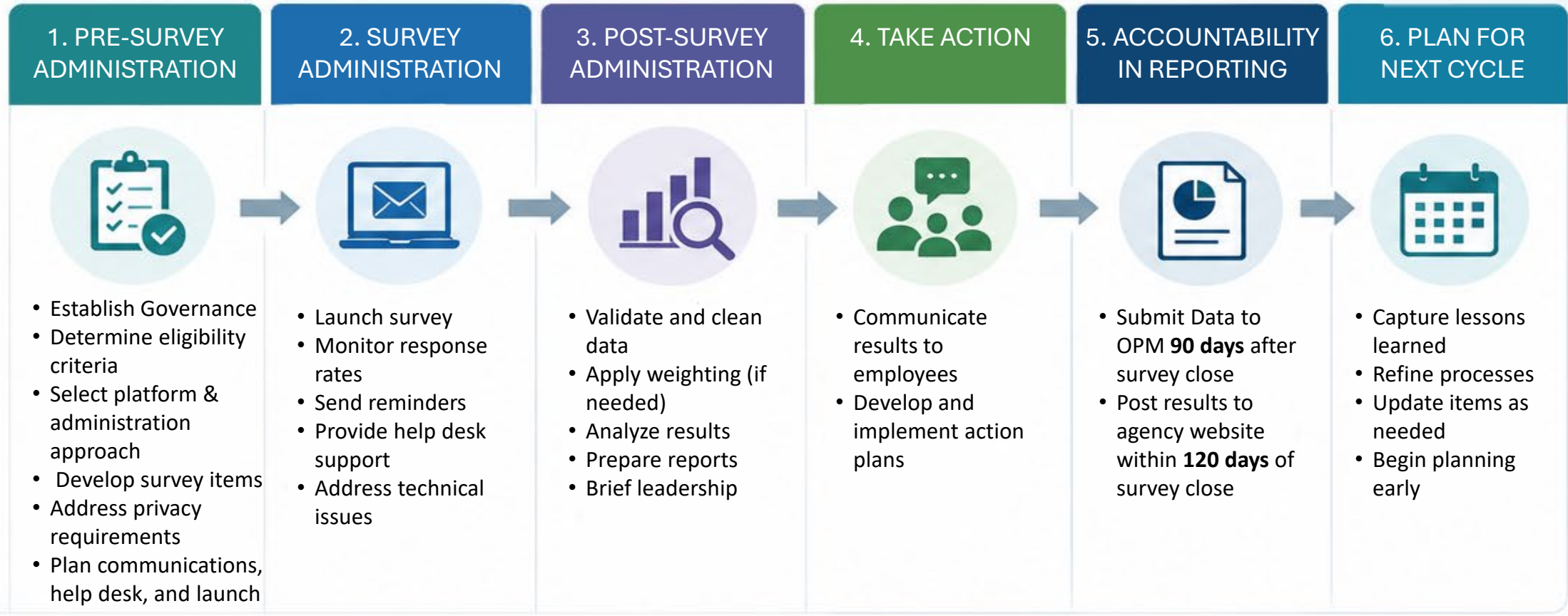


EMPLOYEE SURVEY PLAYBOOK

A GUIDE FOR FEDERAL AGENCIES TO DESIGN, ADMINISTER, AND REPORT EMPLOYEE FEEDBACK

A practical, step-by-step guide to help agencies establish an annual employee survey that drives meaningful action and meet federal requirements

THE SURVEY LIFECYCLE



GUIDING PRINCIPLES

PRIVACY & TRUST
Protect employee privacy and communicate how data will be used.

AVAILABILITY
Ensure all eligible employees have the opportunity to participate.

DATA QUALITY
Use sound methods to ensure reliable, actionable results.

TRANSPARENCY
Communicate openly before, during, and after the survey.

ACTION ORIENTED
Turn insights into action and demonstrate accountability.



PLAN EARLY. A successful survey starts with thoughtful planning and cross-functional collaboration. Begin 8–12 weeks before launch to set your agency up for success.



ENGAGE. LISTEN. ACT.
Employee feedback only drives change when agencies listen and take action.

