

# Employee Feedback



## Listen to Employees and Gather Feedback

It is important to follow-up with employees to understand how the change is working. Many teams fall into the trap of completing their change management checklist without listening to what employees have to say. The feedback you gather will be helpful in developing corrective actions and post-implementation change management activities.

There are a number of different ways to gather employee feedback. The employee feedback template provided below is a formal approach based on The ADKAR® Model.

### Employee Feedback Template

Rank the following statements (1=strongly disagree, 5=strongly agree)

#### Awareness

I understand the business reasons for the change.

1       2       3       4       5

I understand the risks of not changing.

1       2       3       4       5

I understand the impact on my day-to-day work activities.

1       2       3       4       5

#### Desire

I am personally motivated to be part of the change.

1       2       3       4       5

I look forward to the new, changed environment.

1       2       3       4       5

My peers support the change.

1       2       3       4       5

My supervisors and managers support the change.

1       2       3       4       5

Executives and key business leaders support the change.

1       2       3       4       5

## Knowledge

I have the skills and knowledge to be successful during the change.

1       2       3       4       5

I have the skills and knowledge to be successful after the change.

1       2       3       4       5

Training has been adequate to prepare me.

1       2       3       4       5

## Ability

I have the ability to perform the new duties required by the change.

1       2       3       4       5

I can get support when I have problems and questions.

1       2       3       4       5

I have practice at performing in the new environment.

1       2       3       4       5

## Reinforcement

The organization is committed to keeping the change in place.

1       2       3       4       5

I know the consequences of not performing my new activities.

1       2       3       4       5

I am rewarded for performing in the new way.

1       2       3       4       5

## Comments and improvement suggestions:

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