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<Customize all highlighted text, and remove highlight styling>

<Company Name> Hybrid Worker Employee Experience Survey

Hi team,

To ensure we are providing you with the best possible experience in office and at home we're conducting an employee experience survey. This survey will be short and ask questions specific to your workplace needs.

Please fill out the survey on the following pages with your responses.
If you have additional questions or feedback, please reach out to:
<Workplace team member name, email>
<Workplace team member name, email>

Thank you!

The Office

- When you go to the office, how easy is it to check in? Choose from the scale below: [Scale of 1 – 10, 1 being not easy, 10 being very easy]
- What type of work brings you into the office? [Open ended question]
- When you're in the office, do you feel like you have everything you need to get your work done? [Yes or No, I would like access to _ _ _ _ _]
- Do you feel like the office is prepared to handle all types of work (focus, collaboration, etc.)? [Yes or No, it's not prepared for _ _ _ _ _ work]
- If you could change one thing about your day in the office, what would it be? [Open ended question]
- How easy is it to book a hybrid meeting when you're in the office? Choose from the scale below: [Scale of 1 – 10, 1 being not easy, 10 being very easy]

- How easy is it to attend a hybrid meeting when you're in the office? Choose from the scale below: [Scale of 1 – 10, 1 being not easy, 10 being very easy]
- Anything else the workplace team should know? [Open ended question]

Working from Home

- How comfortable are you in your WFH setup? Choose from the scale below: [Scale of 1 – 10, 1 being not comfortable, 10 being very comfortable]
- How productive are you in your WFH setup? Choose from the scale below: [Scale of 1 – 10, 1 being not productive, 10 being very productive]
- How easy is it to communicate with your colleagues? Choose from the scale below: [Scale of 1 – 10, 1 being not easy, 10 being very easy]
- How easy is it to attend a hybrid meeting when you're at home? Choose from the scale below: [Scale of 1 – 10, 1 being not easy, 10 being very easy]
- Anything else the workplace team should know? [Open ended question]

Technology & Resources

- What communication channels are the most effective for you? [Open ended question]
- If you could add one other tool to our tech stack, what would it be? [Open ended question]
- What tools do you use to connect with remote employees when you're in the office? [Open ended question]
- What tools are most valuable to you when you're in the office? [Open ended question]
- How well do you feel you understand our hybrid work policy? Choose from the scale below: [Scale of 1 – 10, 1 not very well, 10 very well]
- Do you feel like our hybrid work policies are clearly outlined and accessible? [Yes or No_____]
- Anything else the workplace team should know? [Open ended question]

Thank you for taking <Company Name's> employee experience survey!