

**Post-Survey: Sharing the Results with Your Employees Template**

To make the most of your data, we recommend sharing the results with your employees to build engagement and reinforce your commitment to transparency.

When sharing your results with employees, point out highs AND lows. Ask for ideas on how to improve, and then talk about goals and expectations. Employees are more likely to be engaged if they feel like you’ve heard them and are acting on their feedback.

To make it easy for you, we’ve provided a sample communication below, which you are welcome to use to share your results with employees.

**Sample Communication:**

***EMPLOYEE ENGAGEMENT SURVEY RESULTS***

*[INSERT BRAND NAME] has completed the analysis of our employee engagement survey. Your feedback provided us with valuable insights on the strengths of our organization, as well as areas that need work. We are pleased to share the overall results with you below:*

*Employee Engagement Report [INSERT LINK TO REPORT]: This report captures how our employees rated us on every question on the survey.*

*Based on these results, we’re pleased that [INSERT BRAND NAME] scored well and/or showed significant improvement in the areas of:*

* *Area 1*
* *Area 2*
* *Area 3*

*However, there are still some areas that need improvement, including:*

* *Area 1*
* *Area 2*
* *Area 3*

*We will be focusing our efforts on implementing changes to serve our team even better. In the coming weeks, we will be reaching out to employees who shared their name on the survey to discuss your feedback and ideas in more detail.*

*Thank you to everyone who participated. Your input is crucial to making [INSERT BRAND NAME] a wonderful place to work!*

*If you have any questions about the reports, please contact me at (corporate phone number).*

*Thank you.*