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| **INPUT**    **ACES Employee Input Questionnaire** | | | |
| **Employee Name** |  | **Date** |  |
| Please rate each item below and bring this form to your ACES Review. This information will only be used to help guide a discussion on these topics and will not affect your review in any way. If you are uncomfortable responding to a particular item, feel free to leave it blank. You may request to have this form back if you do not want it in your personnel file. | | | |

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| --- | --- | --- | --- | --- |
| **WORKLOAD & RESPONSIBILITY** | Strongly Disagree | Tend to Disagree | Tend to Agree | Strongly Agree |
| The amount of work I am asked to do is reasonable. |  |  |  |  |
| The pace of work enables me to do a good job. |  |  |  |  |
| I am provided with the resources and equipment needed to do my job well. |  |  |  |  |
| My job is sufficiently interesting and challenging. |  |  |  |  |
| I have sufficient control over how I do my job. |  |  |  |  |
| My job does not cause unreasonable amounts of stress. |  |  |  |  |
| **WORKING CONDITIONS** | Strongly Disagree | Tend to Disagree | Tend to Agree | Strongly Agree |
| I am satisfied with my shift or schedule (e.g., hours of work, days off). |  |  |  |  |
| My work schedule is sufficiently flexible. |  |  |  |  |
| The physical working conditions of my job are satisfactory (e.g,. temperature, sound, work space and equipment). |  |  |  |  |
| I am able to use vacation leave when I want. |  |  |  |  |
| **COWORKERS** | Strongly Disagree | Tend to Disagree | Tend to Agree | Strongly Agree |
| My coworkers and I work well together to get things done. |  |  |  |  |
| There is good communication between coworkers and myself. |  |  |  |  |
| I can rely on coworkers to help me when problems arise. |  |  |  |  |
| My coworkers do their fair share of the workload and use their time well. |  |  |  |  |
| My coworkers treat one another with respect. |  |  |  |  |
| I enjoy most of the people I work with. |  |  |  |  |
| **OPPORTUNITIES FOR ADVANCEMENT & GROWTH** | Strongly Disagree | Tend to Disagree | Tend to Agree | Strongly Agree |
| I receive the training I need to do my job well. |  |  |  |  |
| I receive sufficient opportunities for developing and acquiring new job skills. |  |  |  |  |
| There are sufficient opportunities for advancement or growth in my job. |  |  |  |  |
| Advancement and job/tasks assignment decisions are fair. |  |  |  |  |
| My job makes good use of my skills and abilities. |  |  |  |  |
| **MANAGEMENT** | Strongly Disagree | Tend to Disagree | Tend to Agree | Strongly Agree |
| I feel that I am kept sufficiently informed. |  |  |  |  |
| I clearly understand what is expected of me at work. |  |  |  |  |
| I receive adequate work direction. |  |  |  |  |
| I receive helpful and timely feedback about my performance. |  |  |  |  |
| I receive sufficient recognition or praise when I do a good job. |  |  |  |  |
| Management is approachable, available, and listens to me. |  |  |  |  |
| Management addresses concerns appropriately. |  |  |  |  |
| Everyone is treated fairly in this agency. |  |  |  |  |
| **OVERALL** |  |  |  |  |
| I feel I am doing something worthwhile in my job.  Overall, I am satisfied with my job. |  |  |  |  |
| **1. OPTIONAL: What can your supervisor do to help you do your job better (or make your job easier)?** | | | | |
|  | | | | |
| **2. OPTIONAL: What is your future ideal role? What could be done to put elements of this into your current position? How can your supervisor help?** | | | | |
|  | | | | |
| **3. OPTIONAL: Provide any other comments or suggestions you would like to discuss with your supervisor.** | | | | |
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