**Follow-up and Feedback Mechanism**

**Overview**

This document outlines structured methods for collecting employee feedback on burnout assessments and interventions, alongside processes for scheduled follow-ups to evaluate the effectiveness of implemented burnout reduction strategies.

**Structured Feedback Forms**

**Purpose**

* To gather direct employee insights on the effectiveness and clarity of burnout assessments.
* To collect suggestions for improvements and additional support needed.

**Feedback Form Template**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response Options** | **Comments/Suggestions** |
| How clear was the purpose of the burnout assessment? | Very Clear, Clear, Neutral, Unclear, Very Unclear |  |
| Did you find the survey easy to complete? | Very Easy, Easy, Neutral, Difficult, Very Difficult |  |
| Do you feel your responses were adequately confidential? | Yes, Neutral, No |  |
| How effective do you think the interventions have been so far? | Very Effective, Effective, Neutral, Ineffective, Very Ineffective |  |
| Do you have suggestions for additional support or improvements in our burnout management process? | Open-ended |  |

**Scheduled Follow-ups**

**Purpose**

* To systematically evaluate and track the effectiveness of burnout interventions over time.
* To maintain ongoing dialogue and ensure continual improvement of workplace well-being.

**Follow-up Timeline**

* **Initial Follow-up:** One-month post-intervention to capture early feedback and adjust as needed.
* **Quarterly Reviews:** Regularly every three months to assess sustained intervention effectiveness.
* **Annual Comprehensive Review:** Conduct a thorough evaluation annually, summarizing progress, outcomes, and future recommendations.

**Follow-up Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee/Team Name | Intervention Implemented | Initial Follow-Up Date | Quarterly Review Dates | Annual Review Date | Effectiveness Rating | Employee Comments |
|  |  |  |  |  |  |  |

**Feedback Analysis**

* Analyze collected feedback systematically after each follow-up cycle.
* Identify recurring themes, successes, and areas needing improvement.
* Adjust intervention strategies based on feedback insights.

**Communication of Feedback Results**

* Regularly communicate summarized feedback results and subsequent actions to all employees.
* Maintain transparency regarding adjustments made based on feedback to reinforce trust and engagement.

By implementing structured feedback forms and scheduled follow-ups, the organization ensures ongoing improvement and effective management of workplace burnout, fostering a supportive and responsive work environment.