EMPLOYEE SURVEY

ANALYSIS REPORT

Contents

THE EMPLOYEE SURVEY DATA

OVERVIEW

The purpose of this survey was to gauge employee satisfaction and assess various aspects of the work environment within the organization. The survey covered areas such as clarity of expectations, opportunities for growth, recognition, supervisor support, workplace relationships, and overall job satisfaction. Additionally, departmental dynamics were examined to identify any disparities or areas of improvement across different departments.

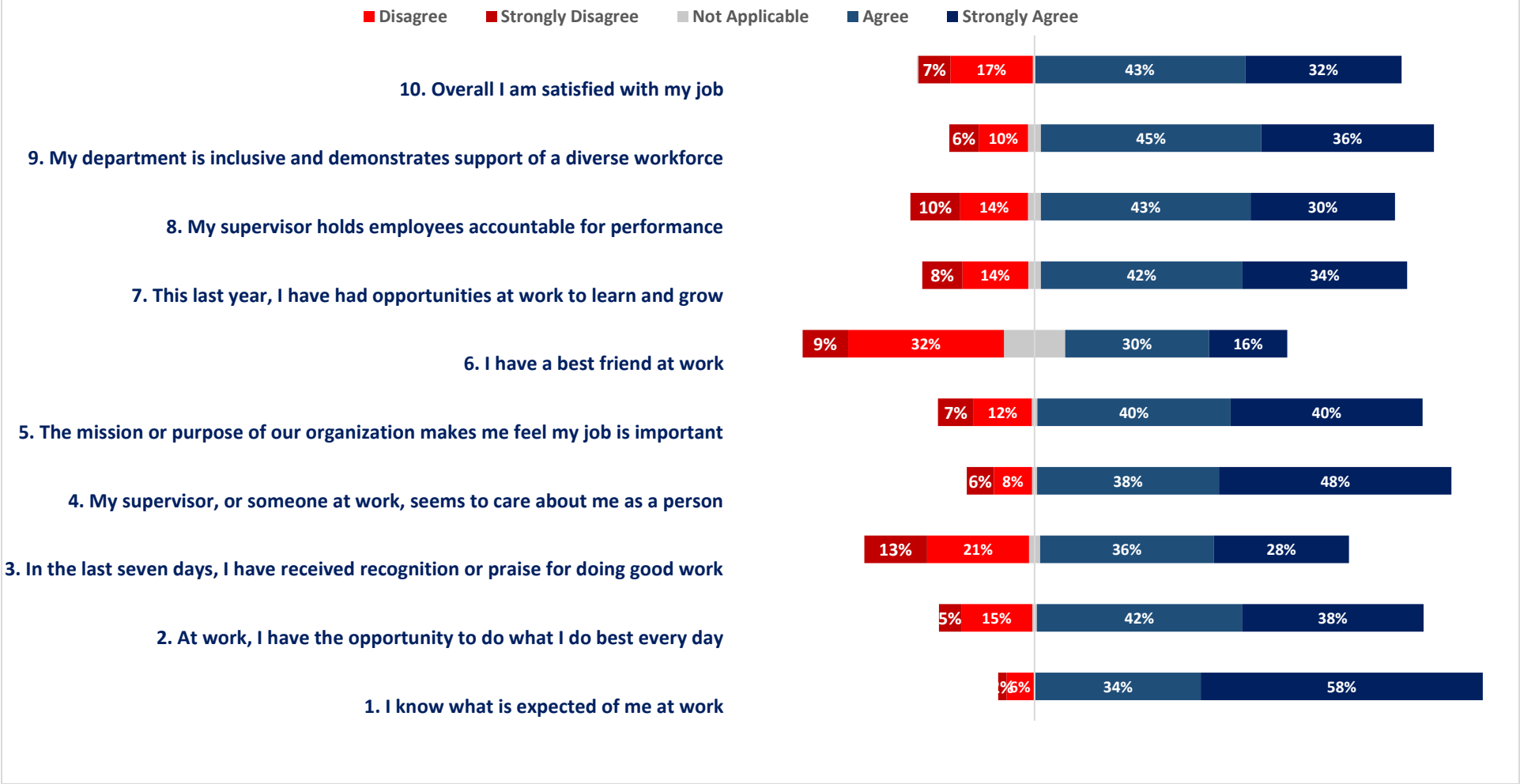The Dataset has 10 features(6 categorical and 4 numerial types) and 14,725 samples(total response to the survey).

DATA CLEANING PROCESS

- 135 responses have imcomplete status making them unusable. They were removed because they cover 0.92% of the total data sample which can be ignored
- Question 7 in the Question column appeared twice when data was filtered for uniqueness. It was observed that some had "&" while others had "and". I adopted "and" and changed them all to reflect "and"
- Question 10 appeared twice in unique values because some were having space at the end before the quotation mark while others don't. I adopted the one without space and change others to reflect same.

ANALYSIS

The Data was analysed using pivot table and was visualized using Diverged bar chart in excel

Employee Survey

■ Disagree   ■ Strongly Disagree   ■ Not Applicable   ■ Agree   ■ Strongly Agree

10. Overall I am satisfied with my job
7% | 17% | 43% | 32%

9. My department is inclusive and demonstrates support of a diverse workforce
6% | 10% | 45% | 36%

8. My supervisor holds employees accountable for performance
10% | 14% | 43% | 30%

7. This last year, I have had opportunities at work to learn and grow
8% | 14% | 42% | 34%

6. I have a best friend at work
9% | 32% | 30% | 16%

5. The mission or purpose of our organization makes me feel my job is important
7% | 12% | 40% | 40%

4. My supervisor, or someone at work, seems to care about me as a person
6% | 8% | 38% | 48%

3. In the last seven days, I have received recognition or praise for doing good work
13% | 21% | 36% | 28%

2. At work, I have the opportunity to do what I do best every day
5% | 15% | 42% | 38%

1. I know what is expected of me at work
2% | 6% | 34% | 58%

Key Findings:

1. **Clarity of Expectations**:

   - Overwhelmingly, employees (92%) either agree or strongly agree that they understand what is expected of them at work.

2. **Opportunities for Utilizing Strengths**:

   - While a significant portion of employees (65%) agree or strongly agree that they have the opportunity to do what they do best every day, there is room for improvement in this area.

3. **Recognition and Praise**:

   - A considerable number of employees (47%) have not received recognition or praise for their work in the last seven days, indicating a potential area for enhancing employee morale.

4. **Supervisor Support**:

   - A majority of employees (67%) feel that their supervisor or someone at work cares about them as a person, which is a positive indicator of employee engagement.

5. **Organizational Mission Alignment**:

   - Employees generally perceive the mission or purpose of the organization positively, with 58% feeling that their job is important in relation to the organization's mission.

6. **Workplace Relationships**:

   - A significant number of employees (44%) do not have a best friend at work, suggesting potential opportunities for fostering stronger workplace relationships.

7. **Opportunities for Learning and Growth**:

   - While a substantial proportion of employees (64%) have had opportunities to learn and grow at work in the last year, there is still room for improvement in this area.

8. **Accountability for Performance**:

   - A majority of employees (57%) feel that their supervisor holds employees accountable for performance, although there is room for improvement in ensuring consistent accountability across all departments.

9. **Inclusivity and Diversity**:

- Employees generally perceive their departments as inclusive and supportive of a diverse workforce, with 64% agreeing or strongly agreeing with this statement.
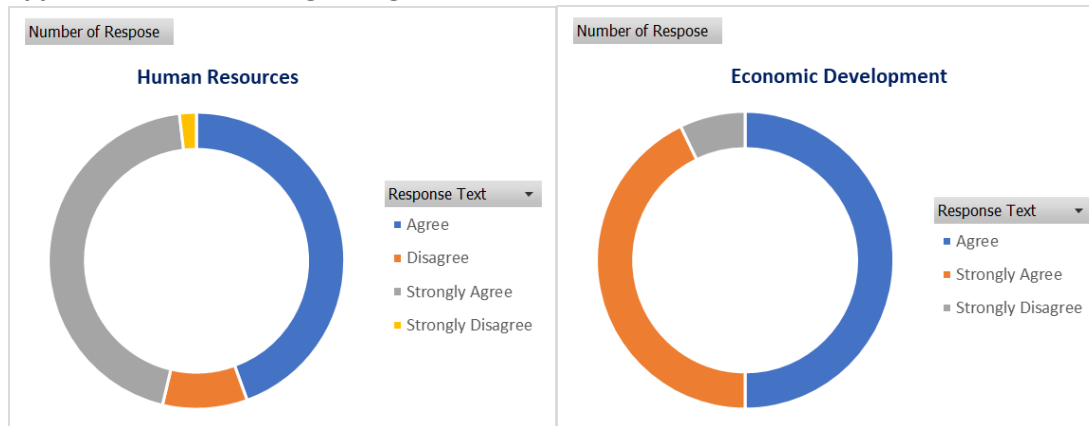
10. **Overall Job Satisfaction**:

- Overall, job satisfaction is relatively positive, with 54% of employees expressing satisfaction with their job.

Departmental Analysis:

- The Planning and Public Works department stands out with notably high levels of satisfaction across various parameters, including opportunities for growth and supervisor support.
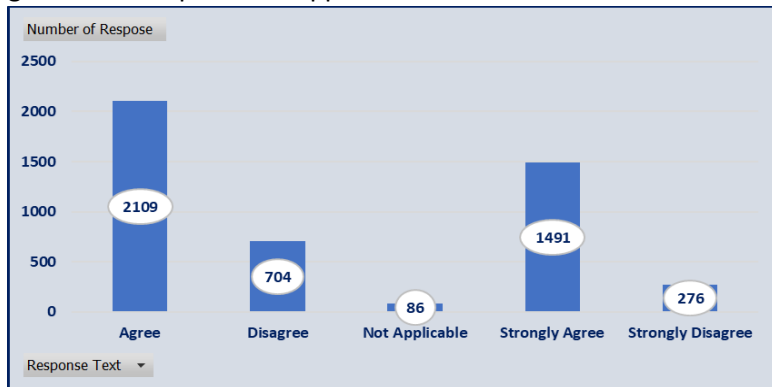
- Departments like Human Resources and Economic Development show **opportunities for improvement**, particularly in terms of **recognition and opportunities for utilizing strengths**.

- There appears to be variability in satisfaction levels across different departments, highlighting the need for targeted interventions to address specific issues and enhance overall employee satisfaction.

Recommendations:

- Implement initiatives to increase recognition and praise for employees' contributions.
- Foster stronger workplace relationships through team-building activities and initiatives promoting camaraderie.
- Provide additional opportunities for employees to utilize their strengths in their daily work.
- Enhance accountability mechanisms to ensure consistent performance management practices across all departments.
- Continue efforts to promote inclusivity and diversity within departments.
- Conduct regular departmental assessments to identify evolving needs and areas for improvement.

Conclusion:

Overall, the survey provides valuable insights into employee satisfaction and departmental dynamics within the organization. By addressing the identified areas for improvement and building upon existing strengths, the organization can create a more supportive and fulfilling work environment conducive to employee engagement and productivity.