Employee Communication Survey Template

Ready-to-use employee survey questions to measure internal communication and employee engagement.

Why Communication Surveys Matter

Internal communication directly shapes employeeengagement,productivity,andretention.When employees feel nformed and connected, they're more likely to contribute meaningfullyto organizationalgoals.
Organizations measure communication through surveys to identify gaps, understand employee needs, and track improvements over time. These insights help leadership refine messaging, choose effective channels, and build trust across teams.

70%
Lower engagement

Employees who feel uninformed

3.5x
Higher retention

When communication is clear

Source: Gallup workplace communication research

Key Areas an Employee Communication Survey Should Measure

Effective communication surveys evaluate five key dimensions that impact how information flows through your organization.

Clarity of Communication

Are messages clear, concise, and easy to understand?

Leadership Transparency

Does leadership share information openly and honestly?

Feedback Channels

Can employees easily share input and concerns?

Cross-TeamCommunication

Do different teams collaborate effectively?

Information Accessibility

Is important information easy to find and access?

Communication Survey Questions

Part 1: Internal Communication Effectiveness

Use a 5-point Likert scale for these questions (Strongly Disagree to Strongly Agree):

I feel well-informed about company updates

Measures overall awareness of organizational news and changes

Communication from leadership is clear and transparent

Evaluatesleadershipmessaging quality and openness

I understand how company goals relate to my role

Assesses alignmentbetween organizational strategy and individual work

Important information reaches me on time

Tests timeliness and channel effectiveness

Communication channels are easy to use

Gauges accessibility of tools like email, Slack, or intranet

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Part2: FeedbackandCollaboration

☐ **I feel comfortable sharing feedback with my manager**
Measures psychological safety and open dialogue with immediate leadership

☐ **My ideas and suggestions are valued by leadership**
Assesses whether employee input leads to meaningful action

☐ **Cross-team communication works effectively**
Evaluates collaboration across departments and functions

☐ **I receive timely updates about organizational changes**
Tests frequency and urgency of critical communications

☐ **My team communicates openly and respectfully**
Measures team-level communication culture and norms

Open-Ended Employee Communication Survey Questions

Include qualitative questions to gather deeper insights beyond scaled responses.

What communication challenges do you experience at work?

Identifies specific pain points and barriers employees face

What could leadership improve about internal communication?

Surface actionable suggestions from employees' perspective

Which communication channels work best for you?

Reveals preferred tools and methods for different types of information

Is there anything else you'd like to share about workplace communication?

Provides space for additional feedback and unique perspectives

How to Analyze Employee Communication Survey Results

Transform communication insights into meaningful action with this three-step framework.

Listen
Collect responses through your chosen survey platform. Ensure anonymity to encourage honest feedback.

Analyze
Review quantitative scores and qualitative comments. Identify patterns, gaps, and priority areas.

Act
Share findings with leadership, create improvement plans, and communicate changes back to employees.

Ready to Run Employee Communication Surveys at Scale?

About CultureMonkey

CultureMonkey helps organizations run employee communication surveys, analyze feedback in real time, and identify communication gaps across teams. HR leaders use CultureMonkey to move from collecting feedback to improving communication, engagement, and workplace transparency.

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