

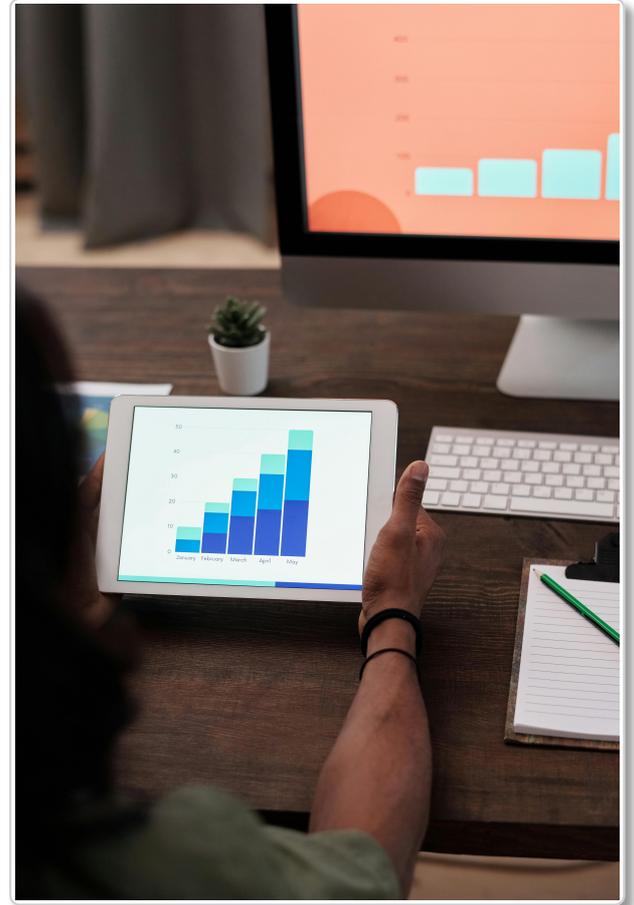
Staff Survey

Feature

Listen deeply, respond wisely, and build a culture of continuous improvement

Epic's **Staff Survey** feature enables organisations to gather meaningful feedback from employees—before performance reviews, one-on-one check-ins, or team-wide reflections. It replaces informal conversations and scattered notes with a structured, customisable, and auditable process that supports engagement, transparency, and continuous improvement.

Whether tailored to a department, team, or individual, the survey ensures that both staff and managers come to conversations prepared—with insights that drive alignment and growth.



Key Functions

- **Customisable Survey Design:** Administrators create tailored question sets for both Staff and Manager sections—aligned to company values, role expectations, or specific feedback goals.
- **Pre-Check-In Feedback Collection:** Staff complete their survey first, reflecting on their experience, challenges, and achievements. This sets the tone for a focused and constructive one-on-one session.
- **Manager Commentary & Review:** Managers can comment on each staff response before completing their own section—adding context, support, or follow-up actions.
- **Automated Distribution & Access:** Once activated, staff receive an email with a direct link to their survey. Responses can be completed immediately or saved and returned to later.
- **One-on-One Ready Reports:** A final report is generated for each survey, downloadable or printable for use during review sessions. This ensures clarity, structure, and shared understanding.
- **Survey History Archive:** Managers have access to a full history of completed surveys—supporting long-term development tracking and performance conversations.