

EMPLOYEE COMMUNICATION SCORECARD

Communicating effectively with employees is consistently a top priority for businesses. Falling short in this area can make employees feel underappreciated, which contributes to low morale and decreased productivity. Now more than ever, technology makes it simple to communicate with your workforce. However, doing so effectively can still be challenging. Complete the scorecard below to see if you are doing everything to communicate effectively.

Instructions: Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the scale at the bottom of the page.

Yes: 0 points | **No:** 2 points | **Unsure:** 2 points

QUESTIONS	YES	NO	UNSURE	SCORE
1. Do you offer monthly newsletters on topics employees find interesting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do employees receive easy-to-understand descriptions of their benefits prior to open enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are you reaching out to employees through methods besides email, like social media or mail-home flyers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does your organization hold in-person, all-staff meetings at least once a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are your internal communications written so that everyone can easily understand them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are employees kept up to date on important news regarding the company, like mergers, executive-level structure changes or open positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. When relaying important news, do you set aside time for employee questions and feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Have you surveyed employees in the past two years about their preferred methods of communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do employees receive praise in a semi-public forum, like a team meeting or an all-company email?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are employee promotions announced to individuals outside of the immediate department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE				

Low risk. 0-6

Medium risk. 7-14

High risk. 15-20

