

Tool: Personal Engagement Plan

Use this tool to build an action plan focused on boosting your personal engagement plan.

Step 1. Review the engagement survey items below and the employee need that each item measures.

Step 2: Think about what it would take for you to strongly agree with each item. Write down your thoughts.

Questions to Help You	Employees' Needs	What it would take for you to strongly agree
<ul style="list-style-type: none"> I know what is expected of me in my job. 	Focus Me	
<ul style="list-style-type: none"> The necessary materials and equipment are available when I need to perform my job. 	Help Me Manage Stress	
<ul style="list-style-type: none"> My supervisor lets employees know when they have done a good job. 	Encourage Me	
<ul style="list-style-type: none"> My job gives me an opportunity to do the things I do best. 	Know Me & My Strengths	
<ul style="list-style-type: none"> Senior management of this organization is concerned about the employees. 	Show Me You Care	

<ul style="list-style-type: none"> • My supervisor encourages my career growth. 	Help Me Grow	
<ul style="list-style-type: none"> • I have an opportunity to participate in decisions made by my supervisor that affect my work environment. 	Include Me	
<ul style="list-style-type: none"> • Employees of this organization show an attitude of genuinely caring about the customer. 	Help Me Feel Proud	
<ul style="list-style-type: none"> • My coworkers are friendly and helpful. 	Help Me Connect	
<ul style="list-style-type: none"> • This organization provides me the opportunity to improve my professional knowledge and job skills. 	Challenge Me	
<ul style="list-style-type: none"> • My supervisor regularly gives me feedback on my work performance. 	Give Me Feedback	
<ul style="list-style-type: none"> • Employees here receive recognition for a job well done. 	Recognize Me	
<ul style="list-style-type: none"> • This organization makes it possible for employees to directly contribute to its success. 	Help Me Connect to Purpose	

<ul style="list-style-type: none">I have seriously considered resigning in the last six months.	Retain Me	
<ul style="list-style-type: none">The following describes the reason why I have thought of resigning.	Understand Me	
<ul style="list-style-type: none">Overall, I am satisfied with my job.	Satisfy Me	