

# Generic After-Action Feedback Survey

This short survey is an opportunity to for those who participated in the [XXX task/event/activity] to provide feedback, so that we can make improvements to [this/future] [task/event/activity] moving forward. Responding to this survey is voluntary. Participation is encouraged.

Names/emails of respondents [WILL BE / WILL NOT BE] collected. Access to completed surveys will be [available to/limited to] [participants in this after-action / staff involved in coordinating the survey / all employees / etc.].

The results from this survey will be shared internally within [specific office] [and with external stakeholders]. The results of this survey WILL indicate the group and/or sub-groups surveyed. It [WILL / MAY] include ALL NARRATIVE RESPONSES VERBATIM. (Therefore, please do not include identifying information in your responses if you do not wish to be identifiable in the survey results). In preparing results of this survey, efforts [WILL BE/WILL NOT BE] made to ensure that responses cannot be attributed to specific individuals.

1. What aspects of the [XXX task/event/activity] do you think went well? Why?

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2. What aspects of the [XXX task/event/activity] do you think did not go well? Why?

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3. What should [we/team/office] continue doing?

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4. What should [we/team/office] do differently in the future?

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5. Overall, how satisfied were you with the [XXX task/event/activity] on a scale of 1 to 5?

*Mark only one oval.*

	1	2	3	4	5	
Very Dissatisfied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very Satisfied

6. Do you have any other feedback on [XXX task/event/activity] that you would like to share?

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7. OPTIONAL: What office do you work in?

*Mark only one oval.*

- Option 1
- Option 2
- Option 3
- Other: \_\_\_\_\_

8. OPTIONAL: How many years have you worked in this office?

*Mark only one oval.*

- Less than 1 year
- 1 to 5 years
- 6 to 10 years
- More than 10 years

9. OPTIONAL: Additional Demographic Question

*Mark only one oval.*

- Option 1
- Option 2
- Option 3
- Other: \_\_\_\_\_