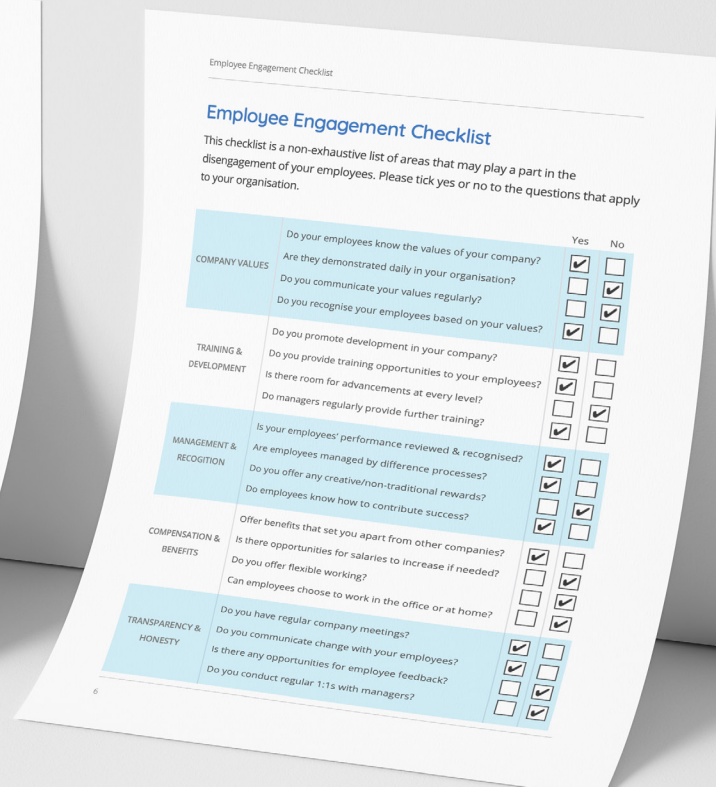
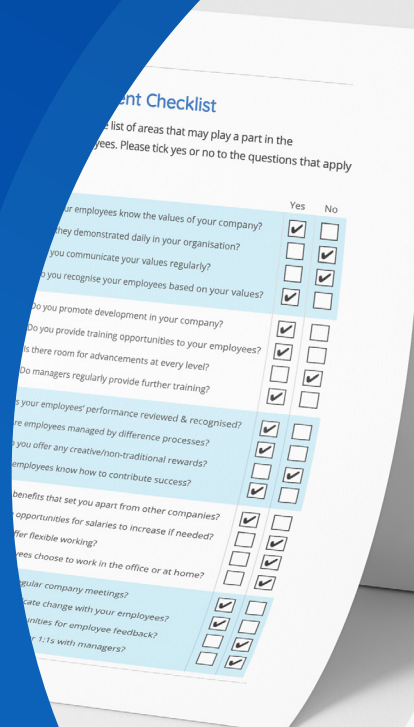


Your Employee Engagement Checklist

A Practical Guide



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Why You Need to Listen to Your Employees

A key indicator of organisational success is a company's ability to make their employees feel heard. Giving employees a voice is a critical component of establishing a workforce that is happy, more productive and engaged.

However, employees must be convinced that their suggestions play an integral role in decision making. They will then become willing to communicate ideas, concerns and opinions within their role.

If employees don't have a voice in the workplace, it can cause big problems as leaders often need their employees to raise issues that may otherwise be overlooked.

Employee Voice and Employee Engagement

Employee Voice Definition

Employee voice is essentially where an organisation sees its people not as the problem, but rather the central to the solution. They want their people to be involved, listen to and invited to contribute their experience, expertise and ideas.

Employee Engagement Definition

Employee engagement is the emotional commitment the employee has to the organisation and its goals.

This emotional commitment means engaged employees actually care about their work and their company. They don't work just for the pay, but work on behalf of the organization's goals, ultimately creating more success for the company.

Employee voice and employee engagement go hand in hand in developing a united and happier workforce. It's essential that your workforce have a voice in order for them to stay engaged. Just like it's important for employees to be engaged in their role so they can speak up about any concerns they may have.

Factors that affect Employee Engagement

Let's take a look at the main factors that affect employee engagement for many organisations.



Company Values

[Research](#) has proven that when a company creates a strong culture by focusing on core values, employee engagement rises. Core values are simple action statements that express the business attributes leaders believe will lead to company success. They are the guiding principles of decision-making for companies.

Employees are then more likely to be engaged if the culture around them aligns with their own drivers and values.

Training and Development

Career development opportunities are one of the factors contributing to employee engagement at the workplace. When employers continuously invest both time and money in their employees' development at the workplace, employees will realise that the company is also interested in the progress in their career.

Start providing employees not only with formal learning programs, but also with the opportunity to practice their newly acquired skills and knowledge on the job.

Management and Recognition

Great companies know that the employees are the heart of the business. Satisfied and engaged employees would bring in not only positive energy to the workplace but also increase the company's profit and sales.

Employees who feel they have a positive personal rapport with their management are more likely to be engaged. Not only that, employees feel appreciated when they or their work gets noticed and this encourages constructive employee engagement.

A survey by [Forbes](#) found that 87% of company recognition programs emphasise tenure.

Compensation and Benefits

It will be hard for employees to become [engaged at a higher level](#) if their financial needs are not being met by your current compensation and benefits plan. If your employees are spending their commutes worried about fulfilling their current and future financial obligations, it will get in the way of them being happy and focused.

That's why it is important to ensure you are following a disciplined and consistent approach to setting and administering your compensation and benefits plan.

Transparency and Honesty

One of the contributing factors to employee engagement is having a transparent and honest work environment, where employees are able to walk up to you and have a serious discussion that has been bothering them for a while. This is one of the factors contributing to employee engagement.

[A transparent workplace](#) recognises their people's hard work and successes, and builds trust among management and employees, which in turn, leads to happier, more engaged workers. Engaged and happy workers can only benefit your company's bottom line.

Employee Engagement Checklist

This [checklist](#) is a non-exhaustive list of areas that may play a part in the disengagement of your employees. Please tick yes or no to the questions that apply to your organisation.

		Yes	No
COMPANY VALUES	Do your employees know the values of your company? Are they demonstrated daily in your organisation? Do you communicate your values regularly? Do you recognise your employees based on your values?		
TRAINING & DEVELOPMENT	Do you promote development in your company? Do you provide training opportunities to your employees? Is there room for advancements at every level? Do managers regularly provide further training?		
MANAGEMENT & RECOGNITION	Is your employees' performance reviewed & recognised? Are employees managed by different processes? Do you offer any creative/non-traditional rewards? Do employees know how to contribute to success?		
COMPENSATION & BENEFITS	Offer benefits that set you apart from other companies? Are there opportunities for salaries to increase if needed? Do you offer flexible working? Can employees choose to work in the office or at home?		
TRANSPARENCY & HONESTY	Do you have regular company meetings? Do you communicate change with your employees? Are there any opportunities for employee feedback? Do you conduct regular 1:1s with managers?		

If you ticked 'no' to any of the questions above, you may have an engagement problem within your organisation. Read on to see how we can help.

Employee Engagement Case Study

Buckinghamshire New University

As a company that struggled with conveying key business messages to its employees, Buckinghamshire New University (BNU) needed an intuitive platform to help improve business communication and maximise employee engagement.

How Oak Helped:

Communication functionalities such as Breaking News and Push-E Notifications has allowed the intranet to behave like a news website. Employees can be kept up to date with critical business news and information in a matter of minutes.

BNU has used Pulse Surveys to monitor performance and measure employee satisfaction. Since distributing these surveys on the intranet the HR department has seen an engagement increase of 29%.

Thanks to Oak Engage, BNU has been able to keep its strong company culture alive while working from home; hosting quizzes, meetups and online events all through its intranet. To put employees at ease during the pandemic, they also hosted a live Q&A session via BEN which gave employees the opportunity to ask questions directly to their leadership team.

Read the full case study [here](#)



How we can help with Employee Engagement

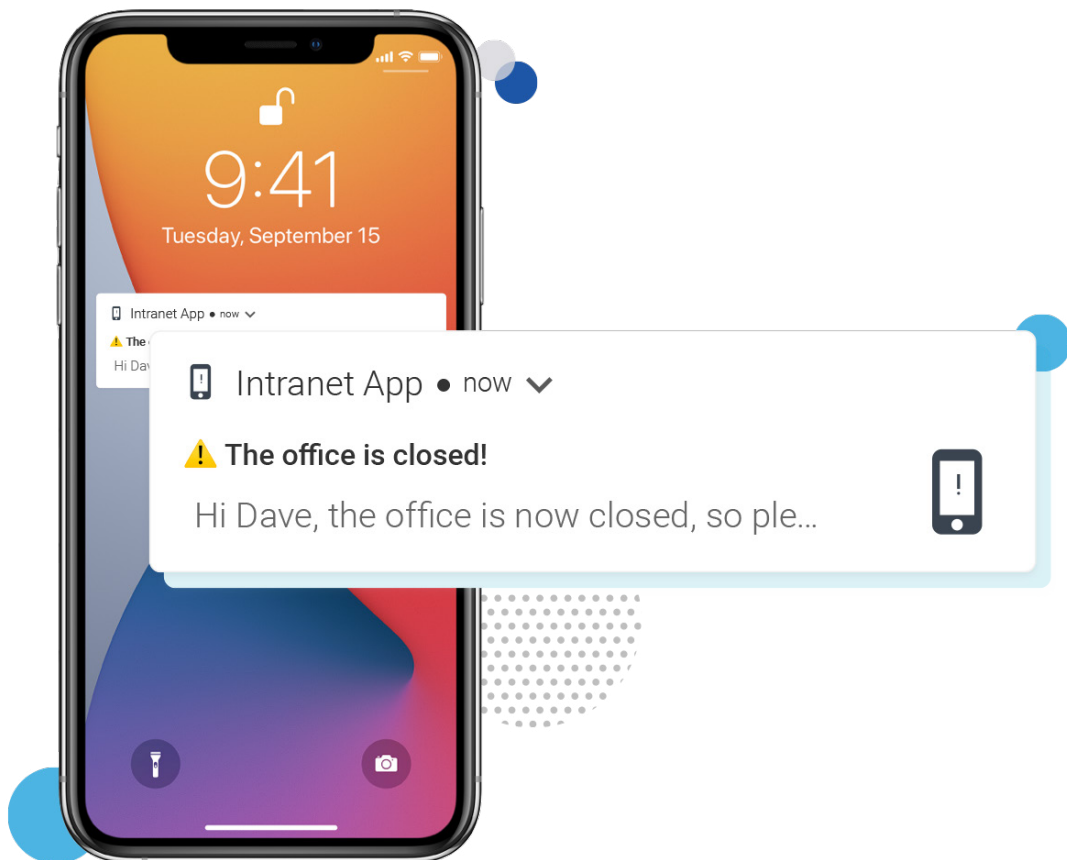
Companies that value their employees will reap the rewards of a dedicated, passionate and skilled workforce. However, those that fail to nurture and reward their staff won't get the most out of their people, regardless of how talented they might be.

Here at Oak, we help companies skyrocket engagement by providing them with the tools they need to connect and collaborate with their employees.

Our modern intranet software is the new and improved version of a traditional corporate intranet. It's designed for the way people work today - quickly, collaboratively and in all locations.

Knowing what features of an intranet you need to have can be overwhelming. So we've developed a list of all our intranet features designed to improve employee engagement.

[Click here to read more.](#)



Want to find out more?

Book a demo with one of our experts today.

[Book a demo](#)

