

Survey

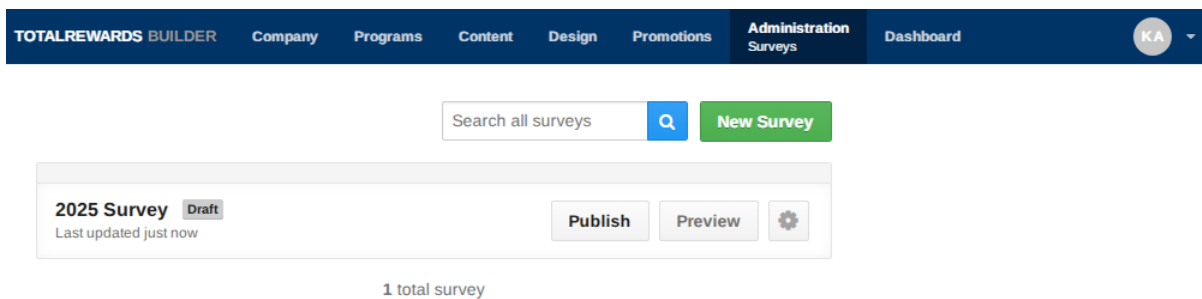
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The Survey is optional but highly recommended. This feature allows you to gather feedback from employees who have viewed their statements. Typically, the survey is sent one week after the last reminder email. Recommended survey questions are pre-loaded in the portal and focus on employee experience with the statement they received.

□ Create or Edit a Survey:

1. Go to **Administration**.
2. Select **Survey** from the dropdown menu.



3. Click **Preview** to view the survey before creating a new one or updating the existing.

2025 Survey

My total rewards package provides overall value to me and my family.

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

Does the total rewards statement clearly communicate the details of your compensation and benefits package?

☐ Yes

☐ No

How would you rate the total rewards package in supporting and contributing to your job satisfaction and well-being?

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

Comments

Submit

4. Create a new template, click **New Survey** or edit existing, click the **Survey Title**.

5. On the **Survey** tab, edit **Title** of the survey.

Survey Questions Message

Title

2025 Survey

Description

☒ Ask for general feedback at the end of the survey

Save

Preview

Click the button above to view the survey as an employee would see it.

6. Toggle to the **Questions** tab to change:

- Question Type (**Yes/No** or **Scale**)
- Question Title, and
- To add a question, click **Add Question**.

Survey
Questions
Message

Preview

Click the button above to view the survey as an employee would see it.

Question Type

Scale

⚙️

Question Title

My total rewards package provides overall value to me and my family.

Help Text

Question Type

Yes/No

⚙️

Question Title

Does the total rewards statement clearly communicate the details of your compe

Help Text

Question Type

Scale

⚙️

Question Title

How would you rate the total rewards package in supporting and contributing to !

Help Text

Add Question

Save

- Toggle to the **Message** tab to change From Name/Email, Subject, and Message.
- Click **Save**.

Survey
Questions
Message

Preview

Click the button above to view the survey as an employee would see it.

From Name/Email
The email address that this will be sent from.

noreply@totalrewards.io

Subject
The "Subject" of the email message that will go out with this survey.

TotalRewards - Survey

Message
The message body sent to the employee along with a link to take the survey.

Hi \${first_name},

We would appreciate your feedback about your Total Rewards statement.

Save

□ **Note:** Use surveys to gather actionable feedback and improve the statement experience for

employees.

□ **Quick Steps:** Go to Administration → Select Survey → Preview existing → Create or Edit → Update Title, Questions & Message → Save
