**Employee Survey: Satisfaction with 401(k) Plan**

[Company Name] wants to ensure that our retirement savings plan and its investment choices are competitive and of value to our employees. Please complete and return this survey to the human resources department. Feel free to sign the form or return it anonymously.

Are you participating in the 401(k) plan?  Yes  No

If yes, what deferral percentage or amount are you contributing? \_\_\_\_% or $\_\_\_\_\_\_\_

If no, please state the reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are participating in the plan, please complete the following:**

**Using a scale of 1-5, with 5 being strongly agree and 1 being strongly disagree, please select one response for each statement.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **5** | **4** | **3** | **2** | **1** | **N/A** |
| I understand the 401(k) plan and its benefits. | ° | ° | ° | ° | ° | ° |
| The plan does not provide sufficient investment options. | ° | ° | ° | ° | ° | ° |
| The savings and investment education provided is helpful. | ° | ° | ° | ° | ° | ° |
| I don’t feel confident in my investment choices. | ° | ° | ° | ° | ° | ° |
| The administrative fees for plan funds are competitive. | ° | ° | ° | ° | ° | ° |
| Change requests are handled promptly. | ° | ° | ° | ° | ° | ° |
| Comments or suggestions for improvement: | | | | | | |

If you have had any transaction(s) handled by our provider this year, please indicate your satisfaction with how the transaction was handled. **Using a scale of 1-5, with 5 being very satisfied and 1 being very dissatisfied, please select one response for each transaction type.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Transaction type** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Change of information | ° | ° | ° | ° | ° | ° |
| Fund transfer | ° | ° | ° | ° | ° | ° |
| Withdrawal | ° | ° | ° | ° | ° | ° |
| Loan | ° | ° | ° | ° | ° | ° |
| Other: | ° | ° | ° | ° | ° | ° |

Are there other investment options would you like to see added to the plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments or suggestions:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Optional:*

Date: \_\_\_\_\_\_\_\_ Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_