

# Employee survey and feedback form

Best Practice & Use Case Guide

Collect feedback from your employees on their use and awareness of AI Companion features

## Admin instructions

Below, you'll find some sample questions that you can use to help measure employee sentiment while you implement Zoom AI Companion in your organization.

Add these questions to your internal survey or form tool, and include or omit questions as you would find them useful.

## Zoom AI Companion Survey

Please take a few minutes to tell us what you think about Zoom AI Companion and how you are using it at work so we can help improve your experience.

1. Have you used Zoom AI Companion?

Answer suggestions

- Yes
- No

2. How has Zoom AI Companion changed your day-to-day work?

Answer suggestions: **Multiple choice answers (Choose all that apply):**

- It saves me time since I no longer have to take and send out meeting notes.
- It allows me to skip some meetings and digest the summary instead.
- It helps me write responses to emails and chats faster.
- It helps me stay informed and up-to-date on projects.
- It doesn't help me very much.
- I haven't tried using it yet.

3. Has Zoom AI Companion improved your productivity?

Answer suggestions

- Yes
- No

4. What is your overall impression of Zoom AI Companion?

Answer suggestions: **Open-ended**

5. On a scale of 1-5 with 1 being the easiest and 5 being the hardest, how easy is Zoom AI Companion to use?

Answer suggestions:

- 1
- 2
- 3
- 4
- 5

6. Have we provided appropriate training as we've rolled out Zoom AI Companion to our organization?

Answer suggestions:

- Yes
- No

7. What else would be useful as you start to use Zoom AI Companion?

Answer suggestions: **Open-ended**