

Survey Development: Staff Feedback on AI Opportunities and Impacts



Is Your Team Ready for AI?



This survey aims to gather valuable employee insights regarding their perspectives, current usage, and ideas for leveraging AI to enhance their roles. The focus is on collaboration, empowerment, and identifying opportunities in order to reduce fears about job displacement.

Below is the framework for the survey, including the key themes and questions.

Survey Overview

- **Title:** Exploring AI Opportunities: Your Insights and Ideas

- **Introduction Message:**

"We are exploring how AI can empower and support our team to achieve even greater success. This survey is an opportunity for you to share your thoughts, ideas, and experiences. Your input will help shape our vision and strategy for integrating AI in ways that enhance your work and the organization as a whole. This is not about replacing people; it's about augmenting your expertise and making your work more rewarding. Thank you for your participation!"

- **Estimated Time:** 5–7 minutes

- **Survey Sections:**

- a. Understanding of AI
- b. Current Usage of AI
- c. Potential Benefits of AI
- d. Concerns or Challenges with AI
- e. Suggestions for AI Opportunities

Survey Questions

Section 1: Understanding of AI

1. *How familiar are you with Artificial Intelligence (AI)?*

- ☐ Very familiar: I understand AI and its applications.
- ☐ Somewhat familiar: I know a little but would like to learn more.
- ☐ Not familiar: I have minimal knowledge of AI.

2. *In your own words, how would you describe AI? (Optional)*

Section 2: Current Usage of AI

3. *Are you currently using any AI tools in your role or daily life?*

- ☐ Yes (please specify the tools or applications): _____
- ☐ No

4. *If yes, how are you using AI in your work or personal life? (e.g., automating tasks, drafting emails, generating ideas):*

Section 3: Potential Benefits of AI

5. *How do you think AI could help you in your role?*

- ☐ Automating repetitive tasks
- ☐ Enhancing decision-making or analysis
- ☐ Generating creative ideas or solutions
- ☐ Improving customer or colleague communication
- ☐ Other (please specify): _____

6. *What tasks or processes in your role could be made easier with AI?*

7. *If implemented thoughtfully, how do you think AI could improve your overall work experience?*

Survey Questions

Section 4: Concerns or Challenges with AI

8. *What concerns, if any, do you have about AI in the workplace?*

- ☐ Data privacy and security
- ☐ Lack of clarity on how AI will be used
- ☐ Fear of job displacement
- ☐ Other (please specify): _____
- ☐ I have no concerns about AI

9. *What would help address any concerns you may have about AI?*

Section 5: Suggestions for AI Opportunities

10. *What new opportunities do you think AI could create for our organization?*

11. *Are there any AI tools or applications you think we should explore? (Optional)*

12. *Would you be interested in learning more about AI and its potential applications?*

- ☐ Yes, very interested
- ☐ Somewhat interested
- ☐ Not interested

Survey Completion

- **Final Message:**

"Thank you for sharing your insights and ideas! Your feedback is invaluable in shaping our AI strategy and ensuring it aligns with our goals and values. We look forward to sharing updates and engaging with you as we explore this journey together."

Additional Notes for Implementation

- **Survey Format:** Use an anonymous survey platform like Microsoft Forms, Google Forms, or SurveyMonkey to encourage honest feedback.
- **Survey Frequency:** Conduct follow-up surveys after implementing AI strategies or training to gather ongoing feedback.
- **Leadership Summary:** Provide a summarized report to leadership highlighting common themes, opportunities, and areas of concern from the survey responses.

What's Next?

Let's have a quick discussion about your SMB. We'll help you identify quick wins to integrate AI into your business with minimal disruption. We can also share what we learned from our AI Survey to our employees.

[Book a free AI Discovery Session with Third Octet now >>](#)

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