## **Departmental Memos Survey Form**

Email  Department  How often do you read departmental memos?  How do you prefer to receive departmental memos?  Email  Printed Copy  Online Portal  Other  Is the content of the memos clear and understandable?  Yes  No  Suggestions for improvement  Additional Comments	Name
Department  How often do you read departmental memos?  How do you prefer to receive departmental memos?  Email  Printed Copy  Online Portal  Other  Is the content of the memos clear and understandable?  Yes  No  Suggestions for improvement	
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Online Portal Other  Is the content of the memos clear and understandable?  Yes No  Suggestions for improvement	
Online Portal Other  Is the content of the memos clear and understandable?  Yes No  Suggestions for improvement	Printed Copy
Other  Is the content of the memos clear and understandable?  Yes  No  Suggestions for improvement	
Yes No Suggestions for improvement	
Yes No Suggestions for improvement	Is the content of the memos clear and understandable?
No Suggestions for improvement	
Suggestions for improvement	
Additional Comments	Suggestions for improvement
Additional Comments	
	Additional Comments