

Employee Communication Preferences Questionnaire

Name

Work Email

Preferred Methods of Communication

☐

Email

☐

Phone Call

☐

Instant Messaging/Chat

☐

Video Call

☐

In-person

Best Time to Reach You

Frequency of Communication You Prefer

What type of information do you prefer to receive?

☐

Company Updates

☐

Project Updates

☐

Team Announcements

☐

HR Notices

☐

Other

Additional Comments or Preferences

