

# Security Awareness Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Think about security guidance and required procedures at work during the past 30 days. Every question is optional. Do not describe live incidents or share access details; use the organization's incident-reporting route for those concerns.

## 1. Do you know where to find the security guidance relevant to your work?

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ Not sure

## 2. How clear are the instructions for reporting a suspicious message or activity?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ I have not seen them

## 3. How confident are you that you could use the reporting route?

- ☐ Not at all confident
- ☐ Slightly confident
- ☐ Moderately confident
- ☐ Very confident
- ☐ Extremely confident
- ☐ Not applicable

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## 4. When you needed security guidance, how useful was it?

- ☐ Not at all useful
- ☐ Slightly useful
- ☐ Moderately useful
- ☐ Very useful
- ☐ Extremely useful
- ☐ I did not need it

## 5. What most made the required procedures difficult to follow?

- ☐ Unclear instructions
- ☐ Time pressure
- ☐ Tool or access problems
- ☐ Conflicting work expectations
- ☐ Another reason
- ☐ Nothing made them difficult
- ☐ Prefer not to say

## 6. Which topic would you most like explained more clearly?

- ☐ Suspicious messages
- ☐ Account access
- ☐ Sharing work information
- ☐ Device use
- ☐ Reporting concerns
- ☐ Another topic
- ☐ No topic at present

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## 7. What practical change would make the required process easier?

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