AI Usage Survey Template for Employees

Suggested introduction

[Organisation name] would like to understand how AI is being used at work and what guidance, tools or training would help.

Include standalone AI tools and AI features within existing software, such as chat assistants, coding tools and meeting summaries.

Please describe activities in general terms. Keep confidential content and personal information about other people out of your answers.

Questionnaire

1. Do you currently use AI tools or AI features for work?

Select one.

- ◯ Yes
- ◯ No
- ◯ Not sure
- ◯ Prefer not to answer

If you prefer not to answer, continue to question 10.