

Internal Audit Staff Survey (Periodic self-assessment) Template

Internal Audit is committed and strives to attain the highest standards of performance, professionalism, fairness and integrity in the conduct of audits.

The purpose of this questionnaire is to seek your opinion concerning both the quality of internal audit services provided and the professionalism of the audit staff. The intent is to use the feedback to enhance the overall quality of audits and help foster continuous improvements in the Internal Audit function.

Use the rating scale below.

Rating scale:

- 5 Excellent (far exceed expectations, flawless, proactively helpful)
- 4 Very good (above expectation only minor improvement areas)
- 3 Good (meets basic expectation but noticeable room for improvement)
- 2 Fair (below expectation and major improvement areas)
- 1 Poor (does not meet expectations/fails to meet minimum standards, requires substantial intervention)

User Note: Provide additional information for fair and poor rating in the comment section. The form shall be filled by individual internal audit staff.

S/No.	Statement	Rating
1.	I am aware of and conform with the Standards' requirements related to ethics and professionalism.	
2.	I am aware of a policy/guideline to report any perceived or actual impairments to my/our objectivity.	
3.	Internal audit management provides me with opportunities to keep up to date with changes in the business, industry, and relevant regulations.	
4.	The assurance and advisory engagements provide me with opportunities to develop knowledge of key business processes.	
5.	I have knowledge of risks and controls to perform my audit engagements.	
6.	I have opportunity to enhance my knowledge and competencies.	
7.	Internal audit management provides me with opportunities to develop skills and knowledge that improve me as a professional and advance my career.	
8.	My performance is reviewed on a regular basis and provides opportunity for continuous improvement.	
9.	I have unrestricted access to records, information, locations, and employees during the performance of the engagements.	
10.	I have access to the tools and resources I need to perform my work.	

11.	I understand stakeholder expectations and address them in my work.	
	Comments	
Internal Audit Management		
12.	Internal audit management encourages and supports me in obtaining appropriate professional certifications.	
13.	The head of internal audit effectively promotes the value of the internal audit function within the entity.	
14.	Head of internal audit has established methodologies that clearly guide the operation of the function.	
15.	Internal audit management has communicated meaningful performance objectives and measures progress towards them periodically.	
16.	I receive appropriate, timely, and constructive feedback regarding my performance on engagements.	
17.	Internal audit management includes the staff in the annual audit risk assessment and plan development process.	
18.	Engagement supervisors exhibit sufficient project management and organizational skills to complete assurance and advisory engagements timely.	
19.	Internal audit management demonstrate effective conflict resolution and negotiating skills.	
20.	The workload is manageable and well-balanced.	
21.	Audit management encourages teamwork and collaboration.	
	Comments	

Additional comments
