

# Employee Process Improvement Suggestion Form

## Employee Information:

- Full Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Submission Date: \_\_\_\_\_

## Process Description:

- Current Process Being Addressed:  
\_\_\_\_\_  
\_\_\_\_\_
- Challenges Observed in the Process:  
\_\_\_\_\_  
\_\_\_\_\_

## Proposed Improvement:

- Suggested Changes:  
\_\_\_\_\_  
\_\_\_\_\_
- Anticipated Benefits of the Changes:  
\_\_\_\_\_  
\_\_\_\_\_

## Support Needed for Implementation:

- Budget (if required): \_\_\_\_\_
- Tools/Resources: \_\_\_\_\_
- Team Support:  Yes  No

**Employee Agreement:**

**By submitting this form, I agree that my suggestion is subject to review and potential implementation.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Management Decision:**

**Accepted**  **Declined**

**Comments:**

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