**Employee Survey: New-Hire Experience**

Please complete the following survey at the end of your first week of employment and return it to the Human Resources (HR) department.

Our goal is to provide a positive experience for you during your first days with the company, and we would like to have your feedback regarding your orientation and onboarding experience. We will use this information to improve on procedures for future new hires.

**Using a scale of 1-5, with 5 being very satisfied and 1 being very dissatisfied, please select one response for each statement.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HR Orientation** | **5** | **4** | **3** | **2** | **1** | **N/A** |
| I was provided with clear information regarding my first-day orientation meeting (location, time, what to bring, etc.). | ° | ° | ° | ° | ° | ° |
| The orientation information was presented in an easy-to-understand format. | ° | ° | ° | ° | ° | ° |
| The person presenting the information was able to answer my questions during the orientation. | ° | ° | ° | ° | ° | ° |
| Sufficient time was allotted for the HR orientation meeting. | ° | ° | ° | ° | ° | ° |
| Enough information was provided about employee benefits. | ° | ° | ° | ° | ° | ° |
| Enough information was provided on key company policies. | ° | ° | ° | ° | ° | ° |
| The HR staff was courteous and professional. | ° | ° | ° | ° | ° | ° |

Did you contact HR after the orientation meeting with additional questions? \_\_\_ Yes \_\_\_ No  
If yes, were your questions answered to your satisfaction? \_\_\_ Yes \_\_\_ No

**Please answer yes or no to the following questions. Feel free to make comments next to each question or on the back of the survey.​ ​**

|  |  |  |
| --- | --- | --- |
| **Manager orientation** | **Yes** | **No** |
| Was your manager present on your first day of work? | ° | ° |
| Were you taken on a tour of the facility? | ° | ° |
| Were you introduced to your co-workers? | ° | ° |
| Was your workstation/office set up and ready for you? | ° | ° |
| Were you shown how to operate the phone, voice mail and email systems? | ° | ° |
| Did you receive instruction on requesting technical support from the IT staff? | ° | ° |
| Were you given a copy of your job description? | ° | ° |
| Was your manager available to answer your questions in a timely manner? | ° | ° |

What was your overall impression of your first few days? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Are there any topics you feel would be beneficial for new staff to hear about during the HR orientation that weren’t covered during your orientation?  
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Are there any topics you feel would be beneficial for new staff to hear about during the manager orientation that weren’t covered during your orientation?   
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Do you have any further questions that were not answered during your HR or manager orientation?   
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Is there anything you think we should consider changing about or adding to the orientation process that would contribute positively to a new hire’s experience? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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*Optional:*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_