

Sample Onboarding Evaluation

Hello, and thank you for participating in the *Onboarding Process Evaluation*.

In an effort to ensure the department's onboarding procedures are effective, we would like your input on your experience since joining (insert department) team. Your feedback is much appreciated and will be used to identify opportunities for process improvement.

This survey is divided into multiple sections meant to assess the different timeframes of our onboarding experience.

Thank you for helping us improve the onboarding experience for future new employees at (insert department)!

Section 1: Prior to Arrival

1. **Division** (*Provide a drop down menu of all Divisions*)
2. **Location** (*Provide a drop down menu of all locations*)
3. **Please choose your level of agreement with the following statements.**
 - a) **The information sent to me before my first day helped me know what to expect, where to go, and other key information needed on the day I reported to work.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
 - b) **I had a helpful, knowledgeable point of contact for my questions before I reported to work.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
4. **Is there anything else you'd like to add about your experience between the time you accepted your job and your first day?**

Section 2: Your First Day on the Job

5. **Please answer the following questions regarding your first day on the job**
 - a) **Were you able to meet your manager or supervisor on your first day of work?**
 - Yes

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- No
 - b) **Did someone from your office introduce you to your coworkers?**
 - Yes
 - No
 - c) **Were you taken on a tour of your work area and the surrounding facilities?**
 - Yes
 - No
 - d) **Were you informed of where to go to get additional assistance on personnel matters, benefits, and paperwork?**
 - Yes
 - No
 - e) **Were you given appropriate credentials for building access on your first day?**
 - Yes
 - No
6. **Please choose your level of agreement with the following statements.**
- a) **I was given sufficient information on the employer-provided benefits of my position.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
 - b) **My team and supervisor made me feel comfortable on my first day.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
7. **Is there anything else you would like to add about your first day on the job?**

Section 3: Your First Day at Your Desk or Workstation

8. **Please choose your level of agreement with the following statements.**
- a) **I was satisfied with the set-up of my desk on my first day.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree

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- Strongly Disagree
- b) **My workspace was clean, functional, and ready for occupancy.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- c) **My IT equipment (computer, email access, etc.) was ready for use.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- d) **My phone was ready for use on my first day.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- e) **I felt comfortable at my workspace.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

Section 4: Your First Week on the Job

9. Please choose your level of agreement with the following statements.

- a) **I was assigned meaningful work during my first week on the job.**
 - Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- b) **My supervisor provided me with a clear and concise explanation of my duties and job expectations.**

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- Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- c) **I knew where to go to get questions about my work answered.**
- Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree

Section 5: Your First Month on the Job

10. Were you able to attend or register for the department's New Employee Orientation?

- Yes
- No
- N/A

11. Please choose your level of agreement with the following statements.

- a) **My supervisor quickly integrated me into the team.**
- Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- b) **I received adequate training to help me understand internal systems, general operating practices, and other information needed to perform my job.**
- Strongly Agree
 - Agree
 - Neither Agree nor Disagree
 - Disagree
 - Strongly Disagree
- c) **I am satisfied with the department's onboarding process for the first 30 days of my employment.**
- Strongly Agree
 - Agree
 - Neither Agree nor Disagree

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- Disagree
- Strongly Disagree

12. Do you have any recommendations for improvement of the department's onboarding process and/or onboarding sponsor? Please be as thorough and specific as possible.