## [Insert Logo Here]

## **Onboarding Surveys (Template)**

**End of First Week**

About the Recruitment / Offer Process:

1. Were you provided with accurate information about [Organization] and your role during the recruitment process? (1-5 Likert scale)
2. Were you kept up to date (on next steps, when you can expect an update, etc.) throughout the recruitment process? (1-5 Likert scale)
3. Was the interview process fair? (1-5 Likert scale)
4. Were the offer negotiations fair? (1-5 Likert scale)
5. What could we have done differently to improve your experience in the interview or offer process?

About the Onboarding Process:

1. How was your first day at [Organization]? (1-5 Likert scale)
2. How was your first week at [Organization]? (1-5 Likert scale)
3. Have you received all the information you would want to know at this point of the onboarding process? (1-5 Likert scale)
4. Was all the information clearly communicated to you, and clarified where needed? (1-5 Likert scale)
5. What else would have been helpful for you to know at this point to help you better settle in?
6. Do you feel you’ve had an appropriate amount of time to complete all the onboarding documents? (1-5 Likert scale)
7. Do you feel you have been properly introduced to your team and the people you will be working closely with in your role? (1-5 Likert scale)
8. What did you like the most about the onboarding process?
9. What could have been done differently to improve your experience in the onboarding process?

About the Onboarding Presentation:

1. Was the information provided during the Onboarding Presentation helpful? (1-5 Likert scale)
2. Was the Onboarding Presentation clearly presented and engaging? (1-5 Likert scale)
3. What do you remember the most from the Onboarding Presentation? Why?
4. What else would you have liked to see in the Onboarding Presentation?

Set up for Success:

1. Was your computer equipment, user accounts and required access set up for you in a timely manner?
2. Are you confident in your ability to use the systems and tools you need for your role?
3. Do you feel you have received adequate training on the business processes applicable to your role?
4. Do you have a good idea about what you still need to learn in order to do your job well?
5. What else would have been helpful in setting you up for success?

Pulse Check:

1. I am proud to be part of [Organization]. (1-5 Likert scale)
2. I feel welcome here. (1-5 Likert scale)
3. I would recommend [Organization] as a workplace / employer. (1-5 Likert scale)

**End of First Month**

About the Onboarding Process:

1. How is your overall experience at [Organization] so far? (1-5 Likert scale)
2. Have you received all the information you would want to know at this point of the onboarding process? (1-5 Likert scale)
3. Was all the information clearly communicated to you, and clarified where needed? (1-5 Likert scale)
4. What else would have been helpful for you to know at this point to help you better settle in?
5. Do you feel you’ve had an appropriate amount of time to complete all the onboarding documents? (1-5 Likert scale)
6. Do you feel you have been properly introduced to your team and the people you will be working closely with in your role? (1-5 Likert scale)
7. What did you like the most about the onboarding process?
8. What could have been done differently to improve your experience in the onboarding process?
9. Did you have all the tools and resources you needed to accomplish your goals so far? (1-5 Likert scale)
10. Do you feel comfortable asking for help when you need it? (1-5 Likert scale)

Aligning Expectations:

1. Do you know all of [Organization]’s core values and what they mean? (1-5 Likert scale)
2. How well do [Organization]’s core values align with your own values? (1-5 Likert scale)
3. Do you understand how your role contributes to [Organization]’s organizational goals? (1-5 Likert scale)
4. Does your experience of working at [Organization] match your expectations so far? (1-5 Likert scale)
5. Do your role and responsibilities match the role description that was provided to you? (1-5 Likert scale)
6. Do you still feel like this is a great role for you? (1-5 Likert scale)
7. Do you feel you have received adequate training and guidance in order to do your job well? (1-5 Likert scale)
8. Are you clear on how success is measured for your role? (1-5 Likert scale)
9. Are you happy with the cadence of touchpoints with your manager? (1-5 Likert scale)
10. Do you feel comfortable bringing up issues/concerns with your manager or the leadership team? (1-5 Likert scale)
11. Has anything surprised you so far? If so, what?
12. If you could change one thing here to make your work experience at [Organization] better, what would it be?

Pulse Check:

1. I am proud to be part of [Organization]. (1-5 Likert scale)
2. I feel welcome here. (1-5 Likert scale)
3. I feel valued here. (1-5 Likert scale)
4. I feel productive in my role. (1-5 Likert scale)
5. I would recommend [Organization] as a great place to work. (1-5 Likert scale)

**End of Probation**

About the Onboarding Process:

1. How is your overall experience at [Organization] so far? (1-5 Likert scale)
2. Have you received all the information you would want to know at this point of the onboarding process? (1-5 Likert scale)
3. Was all the information clearly communicated to you, and clarified where needed? (1-5 Likert scale)
4. What else would have been helpful for you to know at this point to better set you up for success?
5. Did you have all the tools and resources you needed to accomplish your goals so far? (1-5 Likert scale)
6. Do you feel comfortable asking for help when you need it? (1-5 Likert scale)
7. What has been your favourite moment at [Organization] so far?
8. What has been your most challenging moment at [Organization] so far?

Aligning Expectations:

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3. Do you understand how your role contributes to [Organization]’s organizational goals? (1-5 Likert scale)
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3. I feel valued here. (1-5 Likert scale)
4. I feel productive in my role. (1-5 Likert scale)
5. I would recommend [Organization] as a great place to work. (1-5 Likert scale)