

Onboarding template by Kseniya

Hi! It's been a while since you started working with us. We're happy that you're part of our team. Please, take this survey to let us know about your onboarding experience.

With love, HR dept.

✔ First days

Did you receive all the necessary resources to perform your job duties before your first day?

- Laptop and laptop accessories
- Stationery
- Access to work accounts

How did you feel during your first days?

- I felt extremely welcomed and relaxed
- I felt welcomed but nervous
- I felt neutral
- I did not feel welcomed at all

How were you satisfied with the support and information you received on your first days?

- Very satisfied
- Moderately satisfied
- Neutral
- Slightly unsatisfied
- Very unsatisfied

Did you have all these events during your first couple of days?

- Delivery of swag&snacks box
- Meeting your team
- Conversation with your supervisor about your responsibilities
- Our product/services overview meeting
- Meeting your Role and Culture buddies

What was the most memorable thing during your first days here? Describe it in a sentence or two:

Did you have any problems during your first days?

E.g. problems with laptop delivery, problems attending some of the meetings, problems with understanding what to do and etc.

First weeks

Did you have a clear understanding of your objectives and tasks which you needed to accomplish?

Yes

No

What was the biggest challenge (or challenges) you faced during your first weeks here? How did you resolve it?

Did you know whom to contact when you had problems?

Yes

No

Did you receive introductions and training for internal systems?

Yes

No

Describe your emotions about your first weeks in a sentence or two:

✔ Interaction with your colleagues during onboarding

How would you describe your relations with your team members? Feel free to choose more than one option if you like:

- Friendly and respectful
- Professional and honest
- Complicated and confusing
- Intolerant and discriminative
- _____

Describe the team event you enjoyed the most:

Did you have any difficulties becoming part of your team? Please, share in a sentence or two if there were any:

Do you feel like your Role buddy helped you to fit in your role and responsibilities?

- Yes, my Role buddy helped me a lot
- Yes, but I'd appreciated more involvement from their side
- I'm not sure
- I don't think so

Do you feel like your Culture buddy helped you to fit in in our culture?

- Yes, my Culture buddy helped me a lot
- Yes, but I'd appreciated more involvement from their side
- I'm not sure
- I don't think so

Did you have the following sessions with your team members?

- Weekly one-one meetings with your supervisor where you discuss your progress
- Regular check-ins with your supervisor to answer any questions or concerns you may have
- Status meetings to discuss your tasks
- Friendly meetings to discuss not work-related stuff

✔ Overall feedback

Thanks for being with us, you're awesome.

Please, share overall **feedback** about your onboarding journey. By answering these questions, **you're helping** us improve our onboarding experience for the future generation of newbies

Select the statement that better describes your feelings about your responsibilities:

- My responsibilities fully meet my expectations about the job
- My responsibilities are slightly different from my expectations about the job
- I'm not sure if my responsibilities meet my expectations about the job
- My responsibilities are totally different from my expectations about the job

How happy or unhappy are you about working here?

- Very happy
- Moderately happy
- Neutral
- Slightly unhappy
- Very unhappy

Do you feel like you need additional tools and resources to perform your job successfully? If yes, what kind of tools/resources do you need?

Select the statement that better describes your feelings about the onboarding journey:

- I enjoyed it
- It was good but there's room for improvement
- I feel neutral
- I'm not sure if I enjoyed my onboarding journey

What did you enjoy the most in the onboarding process?

What would you recommend to add/improve in the onboarding process?

E.g. more status meetings, more interaction with the buddies, extend/reduce the onboarding and etc.