

## Create an Onboarding Assessment Survey

The first step to designing an excellent employee onboarding process is to truly understand the current experience of your new hires, managers, and other onboarding stakeholders. Onboarding feedback surveys check the ‘pulse’ of your company’s onboarding health and help determine strengths and pitfalls.



We’ve created two surveys on the following pages that you can start sending out today:

1. A new employee survey.
2. An onboarding stakeholder survey.

### Deciding on assessment survey participants

The purpose of these first surveys is to gather feedback from employees and onboarding stakeholders regarding the onboarding experiences that have already occurred in order to make determinations on how the onboarding experience can be improved.

We recommend inviting employees who were hired within the last 6 to 12 months depending on the size of your staff. Ideally, there will be at least 20 survey participants.

The survey for onboarding stakeholders should include managers, supervisors, the HR team, IT, and possibly buddies assigned to new hires.

#### What’s the difference between an assessment and recurring feedback?

The assessment surveys in the next pages are designed to be a starting point in the feedback gathering process. They will help you build an onboarding process customized to the needs of your workplace.

Once your onboarding process is active, Preppio advises regular feedback surveys at these critical checkpoints:

**First day ✓ First week ✓ First month ✓ 3, 6, 9, and 12 months.**

**Customizing onboarding surveys can be daunting. Don’t hesitate to reach out to our onboarding experts for help getting the most out of these surveys.**

[Click here to book a call now](#)

# EMPLOYEE ONBOARDING SURVEY

Our goal as a company is to provide a workplace culture where everyone feels welcome, heard, and valued. We hope that this has been your experience so far, but we understand that there is always room for improvement.

Please give your honest feedback by taking the survey below. It will take less than 5 minutes of your time but will create a meaningful impact.

**Rate your experience from 1 to 5: 1=Terrible and 5=Excellent**

## Before your first day on the job

	1	2	3	4	5
Describe the application and hiring process (before a job offer was made).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well did we make you feel like a part of the team before your first day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How accurate was the position description during the hiring process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well did we prepare you for your first day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Your first day on the job

	1	2	3	4	5
Did you feel well received by your manager and buddy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you feel that you got all the information you needed to start your next day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was your computer equipment ready when you arrived at the office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Your first week on the job

	1	2	3	4	5
How would you rate your first week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you recommend us as a place to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well were you received by your colleagues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## After 30-90 days on the job

Following 30 days on the job, describe how well you understood the following:	1	2	3	4	5
• Your roles and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Who to contact for what reasons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Organizational policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How your success is measured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## In your own words...

What are the top 2-3 things we did best?	What are 2-3 things that we could do better?

## Now, about you.

Your name \_\_\_\_\_ . Are you interested in being a new hire "buddy"?  Yes  No

*Thank you for your time and contribution.*

# ONBOARDING STAKEHOLDER SURVEY

Our goal as a company is to provide a workplace culture where everyone feels welcome, heard, and valued. To achieve this goal, we need to start by understanding the new hire experience that we are currently providing.

As an onboarding stakeholder, you are an important part of this process. Your real-time feedback is needed to make improvements. This survey will take less than 5 minutes of your time but will create a meaningful impact.

**Rate the following from 1 to 5: 1=Terrible and 5=Excellent**

## Onboarding effectiveness

	1	2	3	4	5
How well are employees prepared and trained during the onboarding period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate our track record on being prepared the first day with IT needs, office set-up, itineraries, and overall being “on top of it”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the consistency of our onboarding process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well is onboarding success measured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the current onboarding process, overall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well are compliance tasks completed (new hire packets, data entry, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Perception of employees

	1	2	3	4	5
How well do we make employees feel special, seen, and valued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would employees rate our level of organization and communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate how well the hiring process prepares new hires with accurate expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How do employees perceive the volume and complexity of communications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Onboarding improvement: Greatest impact areas

Rate the level of priority for each aspect of onboarding. That is, what areas would have the greatest impact from improvement. Scale: 1=Urgent 2=Needed soon 3=Not top priority

Impact on Management & HR	Impact on Employees	By onboarding stage
<input type="checkbox"/> Communication	<input type="checkbox"/> Employee-centric: They feel valued	<input type="checkbox"/> Pre-boarding
<input type="checkbox"/> Clear guidelines	<input type="checkbox"/> They are set-up for success	<input type="checkbox"/> First day
<input type="checkbox"/> Employee performance	<input type="checkbox"/> Strengthens culture and inclusion	<input type="checkbox"/> First week
<input type="checkbox"/> Burden on mgmt.	<input type="checkbox"/> Clarity in employee role expectations	<input type="checkbox"/> First 30 days
<input type="checkbox"/> Consistency	<input type="checkbox"/> Connection with supervisors	<input type="checkbox"/> 30-60 days
<input type="checkbox"/> Employee performance	<input type="checkbox"/> Connection with colleagues	<input type="checkbox"/> 60+ days

## Now, about you.

Your name: \_\_\_\_\_

What is your onboarding role:  Buddy  Manager  Supervisor  HR  Other: \_\_\_\_\_

How much time spent on repetitive onboarding tasks?  Too much  Average  Not much

Is the hiring or onboarding process stressful or a drain?  Always  Sometimes  Rarely  Never

Please share any additional feedback not covered by this survey: