New Hire Survey



We would appreciate your answers to the questions on this survey to help us understand what we're doing well, and what we need to improve on our interviewing process, orientation, new hire training, and job specific satisfaction.

Your answers will be kept completely confidential. Please give careful consideration to your answers where there is a multiple choice.

SECTION 1 – PRE-EMPLOYMENT/INTERVIEW PROCESS

1. How were you recruited?

☐ Classified Advertisement (specify source):_____

☐ Employee Referral

☐ External Recruitment Agency

☐ Re-hire

☐ Worked for competitor

☐ Other (specify):_____

2. How many interviews did you have with us (including telephone interviews)?
   _____
3. Overall, how would you rate your interviewers?

☐ Excellent /Outstanding

☐ Very Good

☐ Satisfactory

☐ Needs Improvement

☐ Very Poor

4. If you answered below satisfactory to question 3, would you briefly explain why?

_____

5. How satisfied were you with the organization and scheduling of your

interviews?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

6. How satisfied were you with the explanation of our benefits program?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

7. How satisfied were you with the length of time it took from the time you applied to the time you were hired?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

8. During the interview process, did you receive a folder with company information?

□ Yes □ No

9. Overall, how satisfied were you with our interview process?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

10. If you answered below satisfactory to question 3, would you briefly explain why?

_____

SECTION 2 – ORIENTATION

11. How did you receive your “first day” new hire orientation?

- ☐ On-site – as part of a group.
- ☐ On-site – individual orientation with my supervisor.
- ☐ On-site – individual orientation with a human resources representative.
- ☐ Did not receive ‘first day’ orientation. If so, skip to question #15.

12. How satisfied were you with the first day new hire orientation?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied

13. How satisfied were you with the welcome you received from your department?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied

14. How satisfied were you with the knowledge and skill of the person conducting your orientation?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied
- ☐ N/A

15. How satisfied are you with your manager’s ability to lead and provide direction to you?

- ☐ Extremely Satisfied
- ☐ Very Satisfied

 Somewhat Satisfied

 Dissatisfied

 Very Dissatisfied

16. How satisfied are you with the necessary tools (i.e. computer, phone, etc.) provided to complete your job?

 Extremely Satisfied

 Very Satisfied

 Somewhat Satisfied

 Dissatisfied

 Very DissatisfiedVery Dissatisfied

17. How satisfied are you with the time it took to receive your benefits package?

 Extremely Satisfied

 Very Satisfied

 Somewhat Satisfied

 Dissatisfied

 Very Dissatisfied

18. How satisfied are you with the benefits enrollment process?

 Extremely Satisfied

 Very Satisfied

 Somewhat Satisfied

 Dissatisfied

 Very Dissatisfied

SECTION 3 – TRAINING/JOB SATISFACTION

19. When you were hired, what percentage of your skills matched those required to perform your job?

 100% Match

 80% Match

 50% Match

 20% Match

 No Match

20. How satisfied are you with the job-specific training you received?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied
- ☐ Did not receive any training

21. How satisfied were you with the assistance of your manager in completing your training?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied

22. How satisfied are you with the length of time given to complete training during work hours?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied

SECTION 4 – JOB SPECIFIC

23. How satisfied are you with how the job was described during the interview process compared to what you are actually doing?

- ☐ Extremely Satisfied
- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Dissatisfied
- ☐ Very Dissatisfied

24. How satisfied are you with the review of our Performance Management Process and Compensation Program?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

□ N/A

25. How satisfied are you with the review of our goals and objectives explained by your manager?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

□ N/A

26. Considering everything, how would you rate your overall satisfaction with your job at this time?

□ Extremely Satisfied

□ Very Satisfied

□ Somewhat Satisfied

□ Dissatisfied

□ Very Dissatisfied

27. Would you recommend this company as a good place to work?

□ Strongly Agree

□ Agree

□ Neither Agree or Disagree

□ Disagree

□ Strongly Disagree

28. What recommendations do you have that would improve the new hire process?

_____

_____

29. Please share any additional feedback or recommendations you may have.

_____

_____

Thank you for taking the time to provide us with feedback on our new hire process.