Employment Survey Template

Please complete the following survey at the end of your first week of employment and return it to the Human Resources (HR) department. We will use this info to improve procedures for future new hires.

Using a scale of 1-5, with 5 - satisfied and 1 - very dissatisfied					
ORIENTATION	**RATING**				
I was given clear information regarding my first-day orientation meeting (location, time, what to bring, etc.)	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
The orientation information was presented in an easy-to-understand format.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
The person presenting the information was able to answer my questions during the orientation.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
Sufficient time was allotted for the HR orientation meeting.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
Enough info was provided about employee benefits.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
Enough information was provided on key company policies.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
The HR staff was courteous and professional.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

MANAGER ORIENTATION		
Was your manager present on your first day of work?	YES ☐	NO ☐
Were you taken on a tour of the facility?	YES ☐	NO ☐
Were you introduced to your co-workers?	YES ☐	NO ☐
Was your workstation/office set up and ready for you?	YES ☐	NO ☐
Were you given a copy of your job description?	YES ☐	NO ☐
Was your manager available to answer your questions?	YES ☐	NO ☐

ADDITIONAL

What was your overall impression of your first few days?

Is there anything you think we should consider changing or adding to the orientation process that would contribute positively to a new hire's experience?

Name _____ **Date** _____