

Employee Onboarding Survey



The survey consists of three sets of questions. Each set is designed to help assess the experience of new joiners at various stages of their onboarding journey.

Recruitment Experience

1. How satisfied were you with the recruitment process?



Extremely
satisfied



Satisfied



Neutral



Can be
streamlined



Had multiple
loopholes

2. What was the best thing about the hiring process? (Multiple options can be selected)

HR availability






Ease of information gathering

Introductory sessions

Process readiness of coordinating departments


All the above

3. How do you feel about the welcome kit received?



 Amazing	 Good	 Okay	 Can be improved	 Not impressed
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4. Do you agree with the following statements about the welcome kit?





a. It had everything I needed to kick-start work.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--

b. I received the welcome kit on time without hassle.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--

c. All items of the welcome kit were properly packed and suffered no damage.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--

d. In case of damage to certain items, kindly list them below:

5. Do you agree with the following statement?

a. I received access to office systems on time.

<input type="radio"/> Yes	<input type="radio"/> No
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b. My system was configured and kept ready for my use beforehand.

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------






c. I got access to essential employee portals on time.

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------






d. I was assigned an HR buddy before day one.

<input type="radio"/> Yes	<input type="radio"/> No
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e. I am satisfied with the HR buddy experience.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
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f. My team members have been prompt in assisting me.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






**6. What can be improved in the hiring process?
(Multiple options can be selected)**

- Interview planning
- Documentation assistance
- Process walkthrough
- Interactiveness of the hiring process
- Others:






Onboarding Experience

1. Do you agree with the following statements?






a. My onboarding process was convenient and hassle-free.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






b. I received proper guidance on existing processes and responsibilities.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






c. I am clear about my role within the organization.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
--	---	---	--	---






d. I feel welcomed in my team and organization.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--





e. My work environment matches my expectations.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--




f. I have adjusted well to my new role.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--




g. I got all the resources to start working productively.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






h. I am satisfied with the career roadmap charted for me.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






2. How relevant are your role-based conversations with your manager?

 Extremely relevant	 Relevant	 Neutral	 Irrelevant	 Extremely irrelevant
---	---	--	---	---

3. Are you satisfied with the response time of your managers?

 Extremely satisfied	 Satisfied	 Neutral	 Unsatisfied	 Extremely unsatisfied
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4. Rate your overall onboarding experience:

 Brilliant	 Excellent	 Normal	 Bad	 Extremely bad
--	--	---	--	--






5. What would have made the onboarding experience better? (Multiple options can be selected)

- Video walkthroughs of the onboarding process
- PDFs detailing the journey
- More one-on-one interactions between team members
- Frequent updates on upcoming steps
- Other






Post-onboarding Experience

1. Do you agree with the following statements?






a. I am well-settled in my role.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






b. I feel empowered to take up new projects.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






c. I am given the freedom to voice my opinions.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--

d. I feel I am contributing to the bigger picture and organizational goals.

 Strongly agree	 Agree	 Neutral	 Disagree	 Strongly disagree
---	--	--	---	--






2. How do you feel about the guidance you have received till this point?

 Extremely well-guided	 Sufficiently guided	 Neutral	 Not sufficiently guided	 Left in the dark
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3. What needs the most improvement in the new employee experience? (Multiple options can be selected)

- Training and development
- Communication regarding the onboarding journey
- Response time of team members
- Facilities for self-service
- Others

4. How would you rate your overall experience?

 Brilliant	 Excellent	 Normal	 Bad	 Extremely bad
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