

**EMPLOYEE ONBOARDING SURVEY**

Use this template to create your customized employee onboarding survey by following these steps:

1. **Select questions:** This template includes six categories with multiple question options. For each category, choose the question that best suits your needs and remove the others.
2. **Ensure variety over time:** If you plan to survey employees at different stages of the onboarding process, vary the questions to gather diverse insights.
3. **Distribute the survey:** Once you've selected your questions, share the survey with the new hire by either sharing this document (be sure to delete these instructions!) or entering the questions into your HRIS or preferred survey tool.

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| --- | --- |
| Employee name: | *[Insert here]* |
| Department: | *[Insert here]* |
| Manager: | *[Insert here]* |
| Start date: | *[Insert here]* |

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| **Welcome and first impressions** |
| * I have been made to feel welcome by my manager.
* My experience has lived up to my expectations thus far.
* My team has supported my onboarding journey.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Strongly disagree | 2Disagree | 3Neither agree nor disagree | 4Agree | 5Strongly agree |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Connection with the organization** |
| * I feel a sense of connection to the organization.
* I would recommend the organization as a good place to work.
* I am proud to be an employee of this organization.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Strongly disagree | 2Disagree | 3Neither agree nor disagree | 4Agree | 5Strongly agree |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Role clarity** |
| * I know what is expected of me in my role.
* The responsibilities of my role are aligned to what was communicated during the recruitment process.
* I understand how my role contributes to the organization’s overall goals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Strongly disagree | 2Disagree | 3Neither agree nor disagree | 4Agree | 5Strongly agree |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Support and enablement** |
| * I have the necessary tools to fulfil my role.
* I feel equipped and enabled to fulfil my duties.
* I have access to the necessary support to be successful in my role.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Strongly disagree | 2Disagree | 3Neither agree nor disagree | 4Agree | 5Strongly agree |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Engagement** |
| * I feel motivated to contribute to my role and/or within the team.
* I am satisfied with my decision to join the organization.
* I can see my future career within the organization.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Strongly disagree | 2Disagree | 3Neither agree nor disagree | 4Agree | 5Strongly agree |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Open-ended questions** |
| * What could we have done better during your onboarding to enhance your experience?
* What has stood out for you during the onboarding process, either in a positive or negative way?
* What obstacles have you encountered thus far?
* What aspects of your role excite you?
* What aspects of your role concern you?
* Do you have any other feedback you want to share about your onboarding experience?
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