

**QUALITY OF HIRE SURVEY TEMPLATE**

Use this template to create your customized quality-of-hire survey by following these steps:

1. **Select questions:** This template includes three categories with multiple question options and one category of open-ended questions. Choose the most relevant questions based on your hiring evaluation goals. Ensure you include at least one closed question per category and one open-ended question for comprehensive feedback.
2. **Tailor to your process:** Customize the questions for specific teams or roles to gain more

targeted insights.

1. **Distribute the survey:** Share the survey with the respective hiring manager through your preferred platform. Send the survey three to six months after the hire to gather meaningful feedback.
2. **Track data:** Collect the data from your quality-of-hire surveys to identify themes over time and pinpoint potential gaps in the hiring and onboarding process.

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

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| **Company level: fit within company culture** |
| * The new hire embodies our company values in their daily work. * The new hire aligns with our company's mission and vision. * The new hire adapts well to our organizational culture.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1  Strongly disagree | 2  Disagree | 3  Neither agree nor disagree | 4  Agree | 5  Strongly agree | |  |  |  |  |  | |
| **Team level: fit within the team** |
| * The new hire collaborates effectively with other team members. * The new hire contributes positively to the team's dynamic. * The new hire communicates and shares ideas well within the team.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1  Strongly disagree | 2  Disagree | 3  Neither agree nor disagree | 4  Agree | 5  Strongly agree | |  |  |  |  |  | |

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| **Individual level: meeting their objectives** |
| * The new hire consistently meets their performance goals. * The new hire manages their tasks and responsibilities effectively. * The new hire seeks opportunities to improve their skills and performance.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1  Strongly disagree | 2  Disagree | 3  Neither agree nor disagree | 4  Agree | 5  Strongly agree | |  |  |  |  |  | |
| **Open-ended questions** |
| * **What strengths have you noticed in the new hire that contribute to their success in the role?** * **Are there any areas where the new hire could improve to better meet expectations?** * **How would you describe the new hire's overall impact on the organization since joining?** * **What has been the most notable contribution the new hire has made to their team or department?** * **Do you foresee any challenges for the new hire in their continued growth and development within the company? If so, please explain.** |