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Onboarding Survey and Interview Templates

New Employee Survey Template

Administer						
3. For each statement, choose which response most closely matches how you feel:						
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
There seemed to be a defined plan and formal process for my onboarding.						
Prior to my first day, there were clear instructions for how I should prepare, including what to do and where to go my first day.						
Upon arriving, the first day seemed well-organized and executed.						
I knew what my goals and objectives were for the onboarding period.						
It was clear to me what everyone's role was (Manager, HR, Colleagues, etc).						

Total questions: 73

Formats: Word or Online

Price:

- Word version: \$499
- Online version – we customize, administer and compile results: \$1699

New Employee Interview Template

Template: New Employee Interview

Employee name: _____

Title: _____

How long with company: _____

Before your first day...

Question	Answer
Tell me about before your first day... what happened after you agreed to join the company?	
Administer: Did you feel there was a plan for you prior to begin working?	
Integrate: Did anyone reach out to you from the organization to introduce themselves?	

Total questions: 24

Format: Word

Price: \$199

Manager/Staff Survey Template

5. In your opinion, how important is it for a new employee to know the following information?						
	Very Important	Important	Neutral	Somewhat Important	Not Important	N/A
The senior leadership team and their vision for the company.						
The company's business (customers, services, products).						
The company's history.						
The strategic direction and goals of the company.						
Company benefits and the procedures to using those benefits						
The different departments and the company's organizational						

Total questions: 40

Formats: Word or Online

Price:

- Word version: \$399
- Online version – we customize, administer and compile results: \$1299

Manager/Staff Interview Template

The overall onboarding process...	
Question	Answer
After the first day, how much interaction do you have with other departments pertaining to the new employee?	
Administer: Do you feel the process runs smoothly or with many glitches? Is there a certain point in the process when the most mistakes or errors occur?	
Administer: Do you feel the process allows you to	

Total questions: 17

Format: Word

Price: \$199