

30-Day Employee Onboarding Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Please answer about your first 30 days in this role. Do not include medical, family, immigration, disciplinary, or other sensitive personal details. Every question is optional.

1. How clear are your main responsibilities at the end of your first 30 days?

- ☐ Very clear
- ☐ Clear
- ☐ Neither clear nor unclear
- ☐ Unclear
- ☐ Very unclear

2. How easy is it to access the information, systems, and tools needed for your current tasks?

- ☐ Very easy
- ☐ Easy
- ☐ Neither easy nor difficult
- ☐ Difficult
- ☐ Very difficult

3. When you need guidance, how clear is it whom to contact?

- ☐ Very clear
- ☐ Clear
- ☐ Neither clear nor unclear
- ☐ Unclear
- ☐ Very unclear

30-Day Employee Onboarding Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

4. How useful have your manager check-ins been for understanding priorities and next steps?

- ☐ Very useful
- ☐ Useful
- ☐ Neither useful nor unhelpful
- ☐ Unhelpful
- ☐ Very unhelpful
- ☐ No manager check-in has occurred

5. How connected do you feel to coworkers you need to work with?

- ☐ Very connected
- ☐ Connected
- ☐ Neither connected nor disconnected
- ☐ Disconnected
- ☐ Very disconnected
- ☐ My role does not require coworker contact

6. Which area needs the most attention during your next 30 days?

- ☐ Role priorities
- ☐ Systems or tools
- ☐ Process knowledge
- ☐ Product or service knowledge
- ☐ Manager access
- ☐ Coworker connections
- ☐ Training or practice
- ☐ No additional attention needed
- ☐ Another area

30-Day Employee Onboarding Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

7. What is one change or support action that would make your next 30 days more effective?
