

Employee Onboarding Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

1. How clear are your main responsibilities at this point?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear

2. Do you have access to the tools you need for your current tasks?

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ Not sure

3. How useful has your job training been so far?

- ☐ Not at all useful
- ☐ Slightly useful
- ☐ Moderately useful
- ☐ Very useful
- ☐ Extremely useful
- ☐ I have not received training yet

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4. How easy is it to get help when you have a work question?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither easy nor difficult
- ☐ Somewhat easy
- ☐ Very easy
- ☐ I have not needed help yet

5. How clear are the priorities your manager has set for you?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ Priorities have not been discussed

6. How welcome have you felt on your team?

- ☐ Not at all welcome
- ☐ Slightly welcome
- ☐ Moderately welcome
- ☐ Very welcome
- ☐ Extremely welcome
- ☐ Not applicable

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7. Which part of onboarding has helped you most?

8. What is one thing we could improve for the next person joining your team?
