

Entry Interview Survey Template

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

Think about the role you are about to start. Every question is optional. Share work-related preferences and questions only; use the separate HR contact for confidential accommodation or personal matters. Your answers will support a conversation with your manager.

1. What is one strength or experience you would like to use in this role?

2. Which part of the role would you most like clarified first?

- ☐ Main responsibilities
- ☐ First priorities
- ☐ How success will be discussed
- ☐ Who makes which decisions
- ☐ Team working routines
- ☐ Something else
- ☐ Nothing at this stage

3. What would you most like to learn during your first month?

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4. Which ways of learning usually help you get started?

- ☐ Watching a demonstration
- ☐ Practicing with guidance
- ☐ Reading written instructions
- ☐ Talking through examples
- ☐ Working alongside a colleague
- ☐ A mix that depends on the task
- ☐ Not sure yet

5. What would help you connect with colleagues?

- ☐ A named buddy
- ☐ Small-group introductions
- ☐ A team overview
- ☐ Time to observe team work
- ☐ A directory of who handles what
- ☐ Something else
- ☐ Not sure yet

6. How would you prefer to raise routine questions in the first weeks?

- ☐ A short scheduled check-in
- ☐ A shared question list
- ☐ A direct message when needed
- ☐ A named buddy first
- ☐ Agree a mix with my manager
- ☐ Not sure yet

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7. What is one thing your manager could do to help you get started?
