

# First Week Onboarding Check-In Survey Template

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

Think about your first five working days. This check-in is about what the organization can make easier, not a performance review. Skip questions that have not yet applied. Use your direct support channel for urgent access problems.

## 1. Could you use the tools or accounts needed for your first assigned task?

- ☐ Yes, all needed
- ☐ Some, but one or more are missing
- ☐ No
- ☐ No task requiring tools yet
- ☐ Not sure

## 2. Were you shown where to find your first-week schedule or priorities?

- ☐ Yes, clearly
- ☐ Yes, but I have questions
- ☐ No
- ☐ No schedule or priorities were provided
- ☐ Not sure

## 3. Have you met or spoken with the person responsible for helping you start?

- ☐ Yes, and I know how to reach them
- ☐ Yes, but I am unsure how to reach them
- ☐ Not yet
- ☐ Not sure who that person is

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## 4. How clear is the next task you are expected to try?

- ☐ Very clear
- ☐ Mostly clear
- ☐ Mixed
- ☐ Mostly unclear
- ☐ Not clear
- ☐ No task assigned yet

## 5. Have you received the instructions needed to start that task?

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ No task assigned yet
- ☐ Not sure

## 6. What is the biggest practical barrier to getting started this week?

- ☐ Account or equipment access
- ☐ Missing schedule or task
- ☐ Missing instructions
- ☐ Hard to find the right person
- ☐ No significant barrier
- ☐ Something else

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## 7. What one thing should the team clarify or fix for you now?

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