

**Employee Survey: New-Hire Experience – We Care Foundation Of Newfoundland and Labrador.**

You are kindly requested to complete the survey at the end of your first week of employment and submit it to the Executive Director.

We strive to create a positive experience for you as you begin your journey with our organization. We would greatly appreciate your feedback on your orientation and onboarding experience. We will employ this information to enhance procedures for future new hires.

**Using a scale of 1-5, with 5 being very satisfied and 1 being very dissatisfied, please select one response for each statement.**

<b>Orientation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
I was provided with clear information regarding my first-day orientation meeting (location, time, what to bring, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The orientation information was presented in an easy-to-understand format.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The person presenting the information was able to answer my questions during the orientation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient time was allotted for the orientation meeting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enough information was provided about employee benefits, if applicable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enough information was provided on organization policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Please answer yes or no to the following questions. Feel free to make comments next to each question or on the back of the survey.**

<b>Manager orientation</b>	<b>Yes</b>	<b>No</b>
Was your manager/director present on your first day of work?	<input type="radio"/>	<input type="radio"/>
Were you introduced to your co-workers?	<input type="radio"/>	<input type="radio"/>
Was your workstation/office set up and ready for you? IF Applicable.	<input type="radio"/>	<input type="radio"/>
Were you given a copy of your job description?	<input type="radio"/>	<input type="radio"/>
Was your manager available to answer your questions in a timely manner?	<input type="radio"/>	<input type="radio"/>

What was your overall impression of your first few days?

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Are there any topics you feel would be beneficial for new staff to hear about during the orientation that weren't covered?

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Do you have any further questions that were not answered during your orientation?

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Is there anything you think we should consider changing about or adding to the orientation process that would contribute positively to a new hire's experience?

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Name: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_