



## New Hire Onboarding Survey

Name (optional)

Department/Division:

**Directions:** Please complete after 90 of employment.

### **Before 1<sup>st</sup> Day**

Did you receive a copy of HR paperwork?

Yes

No

Were you contacted by your Saints Onboarding Ambassador?

Yes

No

### **1<sup>st</sup> Day**

Were you met by your Saints Onboarding Ambassador?

Yes

No

Was HR expecting you when you arrived?

Yes

No

Were you taken on a tour of the facilities (weather permitting)?

Yes

No

Were you introduced to co-workers?

Yes

No

Were you shown the following locations?

Restrooms                      Yes                      No

Dining Hall                      Yes                      No

M Store                      Yes                      No

Supply room                      Yes                      No

Was your office set up and ready for you?

Yes

No

Were you shown how to operate/navigate systems (email, voicemail, ADP, Colleague, etc.)?

Yes

No

Were you given a copy of your job description?

Yes

No

### **First 30 Days**

Were you trained properly to complete assigned tasks?

Yes

No

Did you know where to go if you had questions?

Yes

No

Were you invited to events on campus?

Yes

No

### **First 60 Days**

Did you receive on-going feedback from supervisor?

Yes

No

Did you attend MUSA New Staff Lunch?

Yes

No

Were you given information on Maryville's culture, Goals, Vision, and Mission?

Yes

No

**First 90 Days**

Have you had a meeting with your Saints Onboarding Ambassador and supervisor?

Yes

No

Do you feel like part of the community?

Yes

No

Do you feel satisfied with the overall onboarding process?

Yes

No

Were your initial expectations of the position in line with work you're currently doing?

Yes

No

Please tell us if there are any topics not covered during onboarding that you felt would be beneficial to new hires

What would you consider changing or adding to the onboarding process?

Thank you for your time. This information will be used to improve the onboarding experience.