New Hire Questions List

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**Some things to know about this list:**

* Include demographics first. If you don’t want the answers anonymous, ask for names. Also ask for department, location, etc.
* Change the questions if you think it does not apply to your company—but keep your surveys short and succinct. Remember: the best onboarding and new hire questionnaires are limited to 10 questions.
* Some questions might apply to later surveys as well, especially if you want to track progress.
* While variety is best, you can use all of one kind of question—but avoid using 10 short answer questions.
* Use these questions to spark ideas and create your own.

# For Remote Employees

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how easy are the collaboration tools you’ve been given?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how easily can you reach a teammate or manager?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with the level of virtual support provided?
 |       |
| 1. I have the tools I need to complete my job.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. I have enough direction to get my tasks done each day.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I feel like I’m part of the team.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I have access to all the information I need.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. What would you do to make your remote work more effective?
 |  |
| 1. What’s one thing you would change about our current workflow?
 |  |
| 1. Name an occasion (if any) where being remote meant you did not get the information you needed to do your job well.
 |  |

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# After Orientation or Training is Complete

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with the onboarding/training?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how clear are the orientation/training documents?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied were you with the support you received during onboarding/training?
 |       |
| 1. Orientation prepared me for my new job well.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. I found the presentations engaging.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. All my questions were answered during onboarding/training.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I have a clear idea of my career path and progress in this company.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. Do you still have any questions about the company policies?
 |  |
| 1. Describe any challenges you faced during the onboarding process?
 |  |
| 1. If you could revise the orientation/training, what would you change?
 |  |

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# First Week

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how accurate was the job description compared to what you are expected to do?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied were you with the support you received during onboarding/training?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how well have your coworkers made you feel part of the team?
 |       |
| 1. I feel welcome in the company.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. I’m having to ask many questions about topics that were not covered in training.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I understand my responsibilities.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. What aspect of your new job excites you?
 |  |
| 1. What about your job don’t you like so far?
 |  |
| 1. Name one thing that could’ve made your first day at work better.
 |  |
| 1. What’s the biggest obstacle you’ve encountered to date?
 |  |

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# 30-Day

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how relevant has training been to your responsibilities?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with how much direction you are given?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with how much autonomy you are given?
 |       |
| 1. I have a good work/life balance.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. I feel my team motivates me to excel.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I feel confident using the company’s software, tools, and systems.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I feel comfortable bringing up work-related concerns.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. If you could revise the job description to better reflect the actual work, what would you add or subtract?
 |  |
| 1. Now that you’ve been here a month, what, if anything, do you wish you’d known earlier?
 |  |
| 1. What has pleasantly surprised or disappointed you since working here?
 |  |

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# 60-Day

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how helpful is your manager’s feedback to achieving your tasks and improving your role?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding),how well have you grown into your role and tasks?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how well have you integrated into your team?
 |       |
| 1. My manager gives me helpful feedback on my work.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. My coworkers support me.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I see myself working here in two years.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I would recommend this company to friends or family looking for a job.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. If you were writing policy for the company, what would you add or subtract?
 |  |
| 1. How has your journey been so far?
 |  |
| 1. If there’s something you could change in your experience so far, what would it be?
 |  |

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# 90-Day

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with your work/life balance?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with your equipment and resources?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how well does this job meet your career expectations?
 |       |
| 1. I feel like I can progress in this company.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. I have clear goals in my role.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I feel my suggestions are valued by my coworkers.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. What resources would help you do your job better?
 |  |
| 1. What’s been your biggest challenge in your first 90 days of onboarding?
 |  |
| 1. What would you like to be doing at this company or in your role over the next year?
 |  |
| 1. Why do you think your work matters to the company?
 |  |

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# After 6-12 Months (or First Performance Feedback)

| **Question** | **Employee Response** |
| --- | --- |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how clear are you on the company’s long-term plans?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how productive do you feel?
 |       |
| 1. On a 1-10 scale (1=terrible, 10=outstanding), how stressful is your working environment?
 |       |
| 1. My manager understands my long-term career aspirations.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable     |
| 1. I have received regular, helpful feedback from my manager.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. I can depend on my coworkers for help.
 | 5=strongly agree4=agree3=neutral2=disagree1=strongly disagree0=not applicable |
| 1. What position in the company would you like to hold in five years?
 |  |
| 1. If there’s one thing you could change about your current position, what would it be?
 |  |
| 1. What career training or long-term development would you like to have?
 |  |
| 1. How else would you like to add value to the company aside from your current responsibilities?
 |  |