

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
<p>1. On a 1-10 scale (1=terrible, 10=outstanding), how easy are the collaboration tools you've been given?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how easily can you reach a teammate or manager?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with the level of virtual support provided?</p>	

<p>4. I have the tools I need to complete my job.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. I have enough direction to get my tasks done each day.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. I feel like I'm part of the team.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. I have access to all the information I need.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>

<p>8. What would you do to make your remote work more effective?</p>	
<p>9. What's one thing you would change about our current workflow?</p>	
<p>10. Name an occasion (if any) where being remote meant you did not get the information you needed to do your job well.</p>	

After Orientation or Training is Complete

Question	Employee Response
<p>1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with the onboarding/training?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how clear are the orientation/training documents?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied were you with the support you received during onboarding/training?</p>	

<p>4. Orientation prepared me for my new job well.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. I found the presentations engaging.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. All my questions were answered during onboarding/training.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. I have a clear idea of my career path and progress in this company.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>

<p>8. Do you still have any questions about the company policies?</p>	
<p>9. Describe any challenges you faced during the onboarding process?</p>	
<p>10. If you could revise the orientation/training , what would you change?</p>	

First Week

Question	Employee Response
<p>1. On a 1-10 scale (1=terrible, 10=outstanding), how accurate was the job description compared to what you are expected to do?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied were you with the support you received during onboarding/training?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how well have your coworkers made you feel part of the team?</p>	

<p>4. I feel welcome in the company.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. I'm having to ask many questions about topics that were not covered in training.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. I understand my responsibilities.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. What aspect of your new job excites you?</p>	

<p>8. What about your job don't you like so far?</p>	
<p>9. Name one thing that could've made your first day at work better.</p>	
<p>10. What's the biggest obstacle you've encountered to date?</p>	

30-Day

Question	Employee Response
<p>1. On a 1-10 scale (1=terrible, 10=outstanding), how relevant has training been to your responsibilities?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with how much direction you are given?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with how much autonomy you are given?</p>	

<p>4. I have a good work/life balance.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. I feel my team motivates me to excel.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. I feel confident using the company's software, tools, and systems.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. I feel comfortable bringing up work-related concerns.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>

<p>8. If you could revise the job description to better reflect the actual work, what would you add or subtract?</p>	
<p>9. Now that you've been here a month, what, if anything, do you wish you'd known earlier?</p>	
<p>10. What has pleasantly surprised or disappointed you since working here?</p>	

60-Day

Question	Employee Response
<p>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?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how well have you grown into your role and tasks?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how well have you integrated into your team?</p>	

<p>4. My manager gives me helpful feedback on my work.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. My coworkers support me.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. I see myself working here in two years.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. I would recommend this company to friends or family looking for a job.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>

<p>8. If you were writing policy for the company, what would you add or subtract?</p>	
<p>9. How has your journey been so far?</p>	
<p>10. If there's something you could change in your experience so far, what would it be?</p>	

90-Day

Question	Employee Response
<p>1. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with your work/life balance?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how satisfied are you with your equipment and resources?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how well does this job meet your career expectations?</p>	

<p>4. I feel like I can progress in this company.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. I have clear goals in my role.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. I feel my suggestions are valued by my coworkers.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. What resources would help you do your job better?</p>	

<p>8. What's been your biggest challenge in your first 90 days of onboarding?</p>	
<p>9. What would you like to be doing at this company or in your role over the next year?</p>	
<p>10. Why do you think your work matters to the company?</p>	

After 6-12 Months (or First Performance Feedback)

Question	Employee Response
<p>1. On a 1-10 scale (1=terrible, 10=outstanding), how clear are you on the company's long-term plans?</p>	
<p>2. On a 1-10 scale (1=terrible, 10=outstanding), how productive do you feel?</p>	
<p>3. On a 1-10 scale (1=terrible, 10=outstanding), how stressful is your working environment?</p>	

<p>4. My manager understands my long-term career aspirations.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>5. I have received regular, helpful feedback from my manager.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>6. I can depend on my coworkers for help.</p>	<p>5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable</p>
<p>7. What position in the company would you like to hold in five years?</p>	

<p>8. If there's one thing you could change about your current position, what would it be?</p>	
<p>9. What career training or long-term development would you like to have?</p>	
<p>10. How else would you like to add value to the company aside from your current responsibilities?</p>	