

[TEMPLATE] Example Survey Prompts for New Hires

This template is from the episode, [How long should onboarding last?](#)

Spoiler: The answer lies in the surveys you'll send to new hires! They'll reveal if onboarding was too fast, too slow, (too boring!) and reveal the moments that were broken or missing.






Over time you'll see an improvement in your employee confidence scores as each onboarding class finishes. You'll also tighten up the experience and have no question how long your onboarding should take.


Don't send these surveys manually, you'll lose your mind! 🤪 Pingboard automates your survey process so you don't have to remember. Sign up for a free trial to begin [scheduling your surveys](#) and get the data you need to figure out how long onboarding should last!

— [Christie @ Pingboard](#) 🙌

P.S. For each of these example statements or questions, add a free response box so you can capture even more detail:

I feel like I'm growing in my skillset by working here.

 Strongly Disagree	 Disagree	 Neutral	 Agree	 Strongly Agree
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Anything else you'd like to add? 

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First week [Slider scale]

- I had fun today! (**icebreaker, first day question**)
- My computer and materials arrived in time for my first day.
- I feel welcome.
- My experience has matched my expectations so far.
- Onboarding is moving at a comfortable pace for me.
- I can explain what our company does to friends and family.
- I have a clear understanding of my job role and its expectations.

Right when onboarding ends [Slider scale]

- I feel ready to jump in and do my job
- I feel excited to jump in and do my job

1-2 weeks after onboarding ends [Slider scale]

- I feel confident stepping into my new role.
- Onboarding moved at a comfortable pace for me.
- I understand how I fit into my team.
- I feel a sense of belonging, like I fit in.
- I found onboarding to be interesting and interactive.
- I understand who's who on my team.
- My team members have been helpful and accommodating during my onboarding.
- I'm confident in using the systems I need in my role.
- The job description explained during the recruitment process was accurate.

Questions to save your sanity [Slider scale]

- I know how to obtain a copy of my paystub.
- I understand what benefits are available to me.
- I had enough time to learn about, understand and choose my benefits.
- I know who to go to on my team if I have a question.

3-6-12 months into their role

- I still feel like this is the right role for me.
- I see myself working at this company in 12 months.
- Now that you've been in your current role, what would you change about our onboarding process?

More... 

Miscellaneous Open Ended Questions:

- What was your favorite part of the onboarding process?
- What was your least favorite part of the onboarding process?
- Were there any parts that were confusing or unclear?
- Was anything missing from the onboarding process?
- Would you recommend any changes to the onboarding process?
- Do you understand how your role contributes to the overall business goal?
- How do you feel about your orientation materials (e.g., handbook, policies)?
- Do you have any questions about the company policies?
- Do you have any questions about your job duties?
- How confident are you in using the tools required for your role?
- Do our organizational values align with your own value system?
- How well does your role match the job description?
- Did the onboarding process meet your expectations?
- Is there something in particular that you didn't like in the onboarding?
- Did the orientation process prepare you for your role?
- Were you able to get all your questions answered during the onboarding?
- Was the orientation program engaging and helpful?