



Employee Onboarding Survey

presented by:



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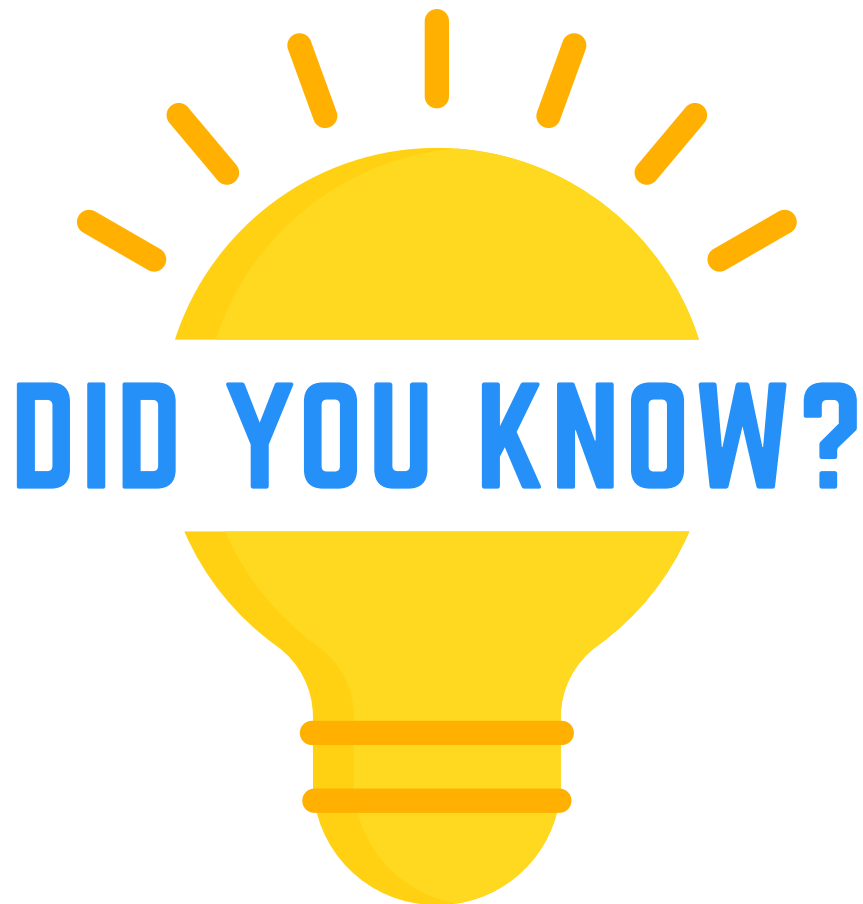
What Is An Employee Onboarding Survey?

A set of questionnaires used by organizations to gather feedback from their new hires about their experiences during the onboarding process.

Need of Employee Onboarding Survey?

- ✓ Identify areas of Improvement
- ✓ Evaluate Onboarding process





69% of employees are more likely to stay with a company for three years if they experienced great onboarding.

Companies with a structured onboarding process see **50%** greater productivity in new hires.

Importance Of Onboarding Survey

The surveys help organizations understand the effectiveness of their onboarding process and identify areas for improvement.



Why Onboarding Surveys Matter?

Onboarding surveys play a vital role in integrating new employees smoothly into your organization. They provide insights into the effectiveness of your onboarding process and highlight areas for improvement. Surveys help in:

- ✓ **Understanding New Employee Experiences:** Capture first impressions and experiences.
- ✓ **Improving Retention Rates:** Identify potential issues early to prevent turnover.
- ✓ **Enhancing Engagement:** Ensure new hires feel valued and heard.
- ✓ **Compliance and Clarification:** Ensure that new hires understand their roles and company policies.



Importance Of Employee Onboarding Survey

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Organizations take surveys to including the following -

- First Day Experience**
- Training and orientation**
- Understanding of Job role**
- Company culture and values**
- Feedback and Support**
- Overall satisfaction**

Best Practices -

- When to distribute surveys- After few weeks of new hire's date.**
- Surveys can be completely anonymous.**
- Keep the surveys short.**
- Follow-up.**

Building Effective Onboarding Surveys

To create a comprehensive onboarding survey, focus on the 5C's:

- ▶ **Compliance:** Are new employees informed about company policies and legal requirements?
Sample Question: "Do you feel you have received adequate information about our company policies and compliance requirements?"
- ▶ **Clarification:** Do new hires understand their roles and expectations?
Sample Question: "How clear are you about your job responsibilities and performance expectations?"
- ▶ **Culture:** Are new employees integrating well into the company culture?
Sample Question: "How would you describe your understanding of our company culture and values?"
- ▶ **Connection:** Are new hires building relationships with their colleagues and supervisors?
Sample Question: "How connected do you feel with your team and your manager?"
- ▶ **Checkback:** Are there follow-ups to address any issues new hires might face?
Sample Question: "Have you had any follow-up meetings to discuss your onboarding experience?"

Survey Tools

Following are the tool recommendations for conducting online surveys in your organization. Click on the links give below to explore the suitable tool for your requirements!

<https://surveybot.io>



<https://surveysparrow.com>



<https://www.questionpro.com/features/>



<https://www.responsly.com/templates/c/surveys/>



<https://mailchimp.com/resources/free-online-surveys/>



Survey Questions



- ▶ What part of the onboarding process did you find most helpful?
- ▶ On a scale of 1 to 5, how would you rate the clarity of your role and responsibilities
- ▶ How well do you understand the company's policies and procedures?
- ▶ Do you feel the compliance training was clear and comprehensive?
- ▶ Have you received sufficient information to perform your job effectively?
- ▶ What additional support do you feel you need at this stage?
- ▶ Have you been introduced to the company's cultural practices and norms?
- ▶ On a scale of 1-5, how satisfied were you with the overall onboarding process?
- ▶ On a scale of 1-5, how clear were the instructions and expectations for your role?
- ▶ What did you like most about the onboarding process?

- ▶ How do you feel about your new role and responsibilities?
- ▶ During onboarding, which method of learning did you find most effective?
 - **Classroom training**
 - **E-learning modules**
 - **One-on-one mentoring**
 - **Other**
- ▶ Did you feel welcomed by your team on your first day? **Yes/No**
- ▶ Have you completed all the required on-boarding documentation?
Yes/No
- ▶ What aspect of your new job excites you?
- ▶ What are the potential risks or challenges that you anticipate for this project?
- ▶ How will we measure the success of this project or engagement?



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