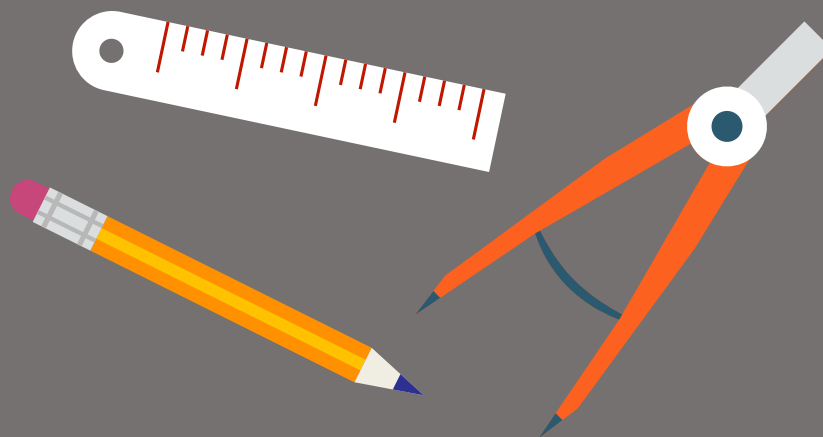


# New Employee 6-Month Evaluation Survey



PRACTICAL TOOLS

# New Employee 6-Month Evaluation Survey

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Six months ago, you began employment at

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Since then, you've been able to learn about our company's culture, mission, vision, values, policies, procedures and benefits during new employee orientation and other employee development training.

Because we value our employees' feedback, we would like to know how you feel on your progress, and how you feel your onboarding experience has helped you succeed in your position so far. Please fill out the following questionnaire as instructed and return it to your manager or to our HR office.

Please indicate Yes (Y), No (N), or Unsure (U) for each statement below.

1. Overall, how do you feel about your new job and working for our company?

☐Y ☐N ☐U I feel inspired and eager most days.

☐Y ☐N ☐U I feel welcomed.

☐Y ☐N ☐U I work in a friendly and supportive environment.

☐Y ☐N ☐U I feel engaged and productive.

☐Y ☐N ☐U I feel I have a long future at this company.

## 2. What do you now know about your job?

- ☐Y ☐N ☐U I know what is expected of me by my supervisor(s).
- ☐Y ☐N ☐U I know what is expected of me by my coworkers.
- ☐Y ☐N ☐U I know what my performance expectations are.
- ☐Y ☐N ☐U I know how to do most or all of the tasks assigned to me.
- ☐Y ☐N ☐U I understand how to obtain the information and resources required to do my job.
- ☐Y ☐N ☐U I regularly get sufficient guidance and training on how to do my job.
- ☐Y ☐N ☐U I understand my job responsibilities.
- ☐Y ☐N ☐U I understand the purpose of my job.

## 3. What do you now know about the company?

- ☐Y ☐N ☐U I received information on and understand the company's culture, mission, vision and values.
- ☐Y ☐N ☐U I received information about company history and understand how it started.
- ☐Y ☐N ☐U I understand how my job fits into the overall mission of the company.
- ☐Y ☐N ☐U I understand the basic network of company departments and how they work together.
- ☐Y ☐N ☐U I have the essential supplies, equipment and support to do my job or know where to find them.
- ☐Y ☐N ☐U I received information on company policy and procedures in a timely and comprehensive manner.

- ☐Y ☐N ☐U I understand the company's policies on attendance and general workplace behavior.
- ☐Y ☐N ☐U I understand the company's policies on workplace harassment, illegal drugs, alcohol abuse and secondary employment.
- ☐Y ☐N ☐U I understand the company's policies and procedures concerning performance and personal misconduct and the grievance policy.
- ☐Y ☐N ☐U I regularly use my (handbook or Intranet) as a reference guide to understanding the company's policies and procedures.

Answer the questions below in the space provided. Please include your name on the evaluation.

4. What were the most helpful activities or information covered during your first six months?

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5. What activities (or information) do you feel were not helpful or not needed?

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6. What suggestions do you have for improvement?

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7. What other comments do you have about your onboarding experience?

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8. What overall rating would you give your onboarding experience (please circle one).

Poor(1)   Fair (2)   Good (3)   Very Good (4)   Excellent (5)

Explain:

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Name:\_\_\_\_\_

Department (Optional):\_\_\_\_\_

Month Hired:\_\_\_\_\_