## Sample survey questions to assess onboarding progress



Checklist onboarding program - 1 month

What did you experience in your first month? (tick all that apply)

* I have weekly consultations with my manager or supervisor
* I feel free to ask questions and contact my buddy
* I followed training courses specific to my position
* I am familiar with the culture and values of the organization
* I understand how my role fits within the organization’s operation
* I participated in at least a fun informal activity
* Other: ………...

Checklist onboarding program - 3 months

It’s been three months, how do you feel about your work?

* I am able to contribute to the operations positively
* I know what my job entails and my area of competence
* I know my direct colleagues and share questions and ideas with them
* I have had a careful evaluation of the first three months from my supervisor and/or peer review
* I know all the basics, and I’m still learning to master my role
* I discussed my personal development plan and growth possibilities with the management
* I have participated in several informal activities
* Other: ………...

Checklist onboarding program - 1 year

* I can perform all tasks of my role in full autonomy
* I am familiar with the culture and core values of the organization
* I have strongly benefited from the contact with my buddy
* I can now be a buddy and mentor for a new colleague
* I can make an effective contribution to the organization
* I feel involved and engaged within the organization
* I am aware of the opportunities for growth within the organization and discussed my plan with the management
* Other: ….