

Orientation feedback survey

Please leave your name off this form. Your answers shape the next orientation, so tell us what helped and what could be better.

Orientation date

Group or location

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

STATEMENT	STRONGLY DISAGREE			STRONGLY AGREE	
1 I know what my job involves in my first few weeks.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
2 I know who to ask when I have a question about my work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
3 Orientation made the goals of this organization clear.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
4 I know the policies and safety rules for my role.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
5 I got to meet people I will be working with.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
6 I feel ready to start doing my job.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
7 Orientation was worth the hours it took.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
8 I feel good about my decision to join this organization.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

9 The amount of information in orientation was:

☐ Far too little ☐ A little too little ☐ About right ☐ A little too much ☐ Far too much

10 Which part of orientation helped you most?

☐ My team ☐ My role ☐ Goals and values ☐ Pay and policies ☐ Systems ☐ The tour

11 What question do you still have that orientation did not answer?

12 What is one thing we should change for the next group of new starters?

Thank you. Your answers are anonymous.

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Optional questions (1 of 2)

Add any of these to the core questions. Keep the numbering running on from page one.

Sessions and presenters

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
13 Presenters explained jargon and acronyms clearly.	1	2	3	4	5
14 There was enough time in each session to ask questions.	1	2	3	4	5
15 Which formats worked well for you? (tick all that apply)					
☐ Talks from leaders ☐ Small-group activities ☐ Hands-on system practice ☐ The workplace tour ☐ Q and A panel ☐ Videos ☐ Reading on my own					
16 Which session would you shorten or drop, and why?					

Before and on day one

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
17 Before day one, I knew where and when to arrive.	1	2	3	4	5
18 My laptop, logins and desk were ready on arrival.	1	2	3	4	5
19 Someone was ready to greet me when I arrived.	1	2	3	4	5
20 New starter paperwork was easy to complete.	1	2	3	4	5
21 I know how pay, leave and benefits work here.	1	2	3	4	5

Online and remote orientation

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
22 The video sessions ran without technical problems.	1	2	3	4	5
23 I had time to talk with other new starters, not only listen.	1	2	3	4	5
24 I know which tools my team uses to talk day to day.	1	2	3	4	5
25 How would you like orientation to run for the next group?					
☐ Fully in person ☐ Mostly in person ☐ Half and half ☐ Mostly online ☐ Fully online					

Optional questions (2 of 2)

Add any of these to the core questions. Keep the numbering running on from page one.

One month later

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
26 What I learned in orientation has helped me in my job.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
27 My manager meets with me regularly.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
28 My manager has explained how my work connects to the organization's goals.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
29 I feel accepted by the people I work with.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
30 The job matches what I was told before I accepted the offer.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
31 Two years from now, where do you expect to be?					
☐ Here, in the same role	☐ Here, in a different role	☐ Not sure yet	☐ Working somewhere else		
32 What do you know now that you wish orientation had told you?					

About you (optional)

33 Where do you do most of your work?

☐ On site ☐ Hybrid, on site and remote ☐ Fully remote

34 Which area do you work in?

☐ Operations or production ☐ Sales or customer service ☐ Office or administration
☐ Technical or specialist ☐ Management ☐ Prefer not to say

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