



# ***EMPLOYER OF CHOICE***

## **“New Employee Orientation Survey...”**

This questionnaire is intended to help your company improve. There are several items in the questionnaire. We would like you to answer each item as openly and honestly as you can. Your answers will be confidential.  
Once you have completed the questionnaire, place it in the envelope supplied and mail it.



**SEQUUS**

Box 545 Winnipeg Beach, MB R0C 3G0

## New Employee Introduction to the Company

Please share your opinions about how well you were introduced to and informed about our company.

### 1. How satisfied were you with the following parts of the New Employee Information Meetings?

Scheduling of the orientation (how soon after your hire date)

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Usefulness of the orientation handbook

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Clear and understandable

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Relevant topics covered

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Orientation helped me feel welcome and to get to know co-workers.

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

### 2. How satisfied were you with the following parts of the Benefits Orientation?

Benefits Information packet

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Clear and understandable presentation of benefits package

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Scheduling of benefits orientation (close to your hire date)

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Benefits questions were answered.

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

**3. How satisfied were you with your introduction to your department/team?**

Overall welcome by immediate supervisor

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Explanation of department policies and procedures

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Introduction to key contacts throughout the company

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

On-the-job training

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Resources needed for position (i.e., computer, phone, desk, etc)

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

#### 4. How satisfied were you with the on-the-job training?

Content and usefulness of training manual

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Training by co-worker or supervisor

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Length of training

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

Feedback on progress

Extremely Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Extremely Dissatisfied	N/A
5	4	3	2	1	

**5. What recommendations do you have to improve upon our introduction and information meetings (orientation day, benefits orientation, on-the-job training)? What other needs or support do you require?**

**5. How would you rate your overall experience in our introduction and information meetings?**

- Extremely Satisfied
- Satisfied
- Neither Satisfied nor Dissatisfied
- Dissatisfied
- Extremely Dissatisfied

**6. How long have you been employed with the company?**

- Less than 3 months
- 3-6 months
- 6-9 months
- 9-12 months
- Over 1 year

**7. What is your job classification?**

- Manager
- Supervisor
- Non-Supervisor
- Other \_\_\_\_\_

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Thank you for sharing your opinions with us.