Onboarding Experience Survey Template

**Purpose:** To capture feedback from staff who have recently onboarded about the onboarding process. It is important to understand what went well and what can be improved during onboarding.

To collect responses from staff, we recommend using this template to create an online survey. For an example of a format in Google Forms, see the screenshots below.

1. **Orientation:** What was the most valuable part of your onboarding orientation and why?

2. **Orientation:** What do you recommend be adjusted in order to improve the onboarding orientation?

3. **Onboarding documentation:** What documents would you recommend be available to incoming staff? Select all that apply:
   - [ ] Strategic Framework
   - [ ] Organization/Office/Team Directory with Pictures
   - [ ] Handover memo for your position
   - [ ] Organization-wide and office calendar
   - [ ] Organizational chart with areas of responsibility for each staff member
   - [ ] Procurement plans
   - [ ] Previous portfolio reviews and guidance for upcoming portfolio reviews
   - [ ] PAD, activities list (names, budget, partner info)
   - [ ] Other: ____________________________

4. **Onboarding documentation:** What documents did you find most useful during the first 100 days of your new role?

5. **Handover:** Which questions and information should people discuss during their one-on-one conversations?
6. **Handover**: What do you wish you would have been told by the outgoing staff?

7. **Overall process**: What overall strengths of the onboarding process should be reinforced and continued?

8. **Overall process**: What areas of the onboarding process should be adjusted?

9. **Overall process**: Are there practices you have observed or experienced that should be incorporated into the onboarding process?

10. **Additional Comments**: Anything else you would like to add?

**Sample Onboarding Experience Survey - Google Forms**

![Sample Onboarding Experience Survey - Google Forms](https://docs.google.com/forms/u/0/d/e/1FAIpQLSeiQCMkFQ89vX-9u487Yx3GxYjZ057tGvz672_0sZwFf6IyA/viewform)
3. **Onboarding documentation**: What documents would you recommend be available to incoming staff? Select all that apply:

- [ ] Strategic Framework
- [ ] Organization/Office/Team Directory with Pictures
- [ ] Handover memo for your position
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- [ ] Organizational chart with areas of responsibility for each staff member
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- [ ] Previous portfolio reviews and guidance for upcoming portfolio reviews
- [ ] PAD, activities list (names, budget, partner info)
- [ ] Other: 

4. **Onboarding documentation**: What documents did you find most useful during the first 100 days of your new role?

   Your answer

5. **Handover**: Which questions and information should people discuss during their one-on-one conversations?

   Your answer
6. **Handover**: What do you wish you would have been told by the outgoing staff?

   Your answer

7. **Overall process**: What overall strengths of the onboarding process should be reinforced and continued?

   Your answer

8. **Overall process**: What areas of the onboarding process should be adjusted?

   Your answer

9. **Overall process**: Are there practices you have observed or experienced that should be incorporated into the onboarding process?

   Your answer

10. **Additional Comments**: Anything else you would like to add?

    Your answer

**Submit**  
**Clear form**