



abc company  
Entrance Survey

Introduction

We are interested in finding out more information about your recruitment experience and the job training/orientation that you received when first starting with ABC Company.

Your feedback is extremely valuable in our efforts to both improve and streamline our “new hire processes” moving forward.

The survey has 40 questions and will take you approximately 10 to 15 minutes to complete.  
**Please note that all of the feedback you provide will be kept COMPLETELY CONFIDENTIAL\***.

\* No individual responses will ever be identified. Results will one be reported back to ABC Company in summary form (in groups of 5+ responses).

NPS

a) I would recommend ABC Company as a good place to work to a friend or relative?

0 1 2 3 4 5 6 7 8 9 10

b) I would recommend ABC Company’s products or services to a friend or relative?

0 1 2 3 4 5 6 7 8 9 10

Do you have any comments that you would like to share?

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## Interview Process

1) How were you recruited to your current role at ABC Company?

- Employee Referral
- Newspaper
- Recruitment Website
- External Recruitment Agency
- ABC Company Staffing Department
- Re-hire
- Worked for previous customer
- Other

2) What initially attracted you to seek employment at ABC Company?

(please select all that apply)

Higher Base Salary

Benefits Package

Bonus Structure

Achievable Bonuses

More Stable Work

Permanent Full-Time

Work-Life Balance

Home with Kids at Night

Closer to Home

Monday to Friday Shifts

Fixed / Set Hours

Better Work Culture

Career Path/Growth

Different Role/Job

Promotion Opportunities

New Industry

Better Training

A Change of Scenery

Other (please specify any reasons not listed above) \_\_\_\_\_

3) Prior to ABC Company, how long did you work for your last employer?

- Less than 1 year
- 1 to 5 years
- 5 to 10 years
- 10+ Years

4) Overall, how satisfied were you with ABC Company's interview & selection process?

(applications, interviews, meetings, etc.)

5) How satisfied were you with the length of time it took from the time you applied to the time you were hired?

6) How satisfied are you with how the job was described during the interview process compared to what you are actually doing?

7) The interview process provided me with accurate information about the overall company and culture.

8) The welcome package I received after I accepted my position included helpful information that I needed for joining the organization.

9) The call my manager made to me (soon after I accepted my position) was helpful in my preparation for my first day.

Do you have any comments that you would like to share?

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## New Hire Orientation

- 10) Overall, how satisfied were you with ABC Company's new hire orientation process?  
(applications, interviews, meetings, etc.)
- 11) How did you receive your "first day" new hire orientation?
- Phone Call with a HR associate
  - Meeting with a HR associate
  - Meeting with my manager
  - Did not receive any formal orientation
- 12) How satisfied were you with the welcome you received from your department/workgroup?
- 13) How satisfied were you with the knowledge and skill of your assigned mentor or co-worker?
- 14) How satisfied are you with the necessary tools provided to complete your job?  
(i.e. workstation, computer, phone, cellphone, etc.)
- 15) I promptly received all necessary information needed to log onto any required systems  
(ID.'s, passwords, permissions, etc.)
- 16) I am satisfied with my compensation.
- 17) How satisfied were you with the explanation of the benefits program for which you are eligible?
- 18) How satisfied are you with the time it took to receive your benefits package?
- 19) Would you like to receive any additional information on any of the items below?
- Company Pension Plan
  - Incentive Plans
  - Vacation and Personal Paid Days
  - Flexible Benefits Plan (Health, Dental, Group Life Insurance)
  - Employee Assistance Plan
  - Other \_\_\_\_\_

Do you have any comments that you would like to share?

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- 20) My manager provided a well-organized plan for my first week of employment.
- 21) When you were hired, what % of your skills matched those required to perform your job?
- 100% Match
  - 75% Match
  - 50% Match
  - 25% Match
  - No Match
- 22) ABC Company's training program is the proper length
- 23) How satisfied are you with the amount of time given to complete the necessary training elements during work hours?
- 24) I have received the necessary training required to perform my job effectively  
(ie. knowledge, technical, safety, risk, etc)
- 25) I feel as though I received timely and adequate on-the-job training to perform my job well
- 26) How satisfied were you with the assistance of your manager in completing your training?
- 27) How satisfied were you with the availability of your co-workers to provide assistance to you when required?
- 28) I have received an appropriate amount of training on all general workplace topics & policies  
(i.e Fire Safety, Code of Conduct, Workplace Harassment, Behaviour Management, etc)
- 29) Which, if any, of the following topics would you have liked further training/information on?  
(please select all that apply)
- Additional training on products & services
  - Additional systems/software training
  - Additional technical training
  - Improved quality of internal communication
  - Improved IT support
  - Additional information surrounding benefits
  
  - None – No Further Training is required

Do you have any comments that you would like to share?

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## Job Specific

- 30) I am aware of what I still need to learn & work on to do my job effectively
- 31) I clearly understand ABC Company's history, mission, vision & values
- 32) I had the opportunity to meet with all of key contacts across the organization.  
(i.e. Business Partners, Health & Safety contacts, Union Steward, etc)
- 33) My new manager is approachable
- 34) My manager clearly explained my goals, objectives, and how my performance is measured
- 35) How satisfied are you with your manager's ability to lead and provide direction to you?
- 36) I understand how my work contributes to the overall success of ABC Company
- 37) I feel my skills and expertise are being utilized to the success of the department
- 38) Considering everything, how would you rate your experience so far in comparison to your original job expectations?
- 39) I plan on continuing my career with ABC COMPANY for at least 2 more years

Do you have any comments that you would like to share?

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## Open Comments

- A) What is the single most important thing that you would change to improve the hiring process for the company?

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- B) What is the single most important thing that you would change to improve the orientation/training process for future recruits?

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- C) Do you have any other general comments that you would like to share with management?

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## Closing

Your comments will be used to help shape future employment policies and to ensure that the organization continues to attract and retain high quality staff.

Thank you for your assistance in completing this survey.