New Hire Survey (End of Week 1)

New Hires are most at risk of resignation during their first few months in a new job. It is really important to communicate on a regular basis with your New Hire to ensure that they are settling in, are happy and have all the tools to enable them to work effectively.

Here are some questions which can assist with open communication. The individual needs to understand what you will do with this information and ideally this discussion would be with the line manager.

\* Place the completed document in the individual's personnel file.

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| New Hire Name: | |
| 1. What has surprised you about your first week with us? | |
| 1. Is your technology set up correctly and working for you? | |
| 1. Has your team made you feel welcome? How have they done this? | |
| 1. What aspect of your work are you enjoying most at the moment? | |
| 1. Are there any aspects of your role that you are finding challenging or struggling with? | |
| 1. How would you describe the induction process? Is there any area that we are missing that would have made your integration into the business easier? | |
| 1. How would you describe your first impressions of the leadership team? | |
| 1. Is the role different that you had expected it to be based on the recruitment process? | |
| 1. Based on your previous experience is there anything that you feel we could be doing better as an organisation? | |
| 1. Is there anything else that you wish to raise or discuss? | |
| 1. Is there anything that I can do as your Manager to help you settle in more effectively? | |
| 1. Is there anyone that you have not met yet, that you would like to? | |
| Manager’s Name:  Signature:  Date: | New Hire’s Name:  Signature:  Date: |