

NEW EMPLOYEE SURVEY

Overview

The new employee survey template was designed through a joint effort between OPM and the CHCOC Subcommittee for Hiring and Succession Planning. The template was designed for agencies who currently do not issue a new employee survey. The template was designed to help agencies capture the metrics needed for the End-To-End Hiring measures that are required in an agency's annual HCMR. In addition to the four metrics that are required for the E2E measures associated with a new employee survey a number of other potential questions were developed.

The other questions were developed through collaboration and research of new employee surveys commonly used in the private sector and the public sector. These additional questions were intended to help an agency gain additional insight into the new employee's first 90 days on the job. By understanding employee engagement in this critical time an agency can determine if current processes are effective or if changes may need to be implemented to better acculturate a new employee into the organization.

Survey Implementation

The E2E new hire survey questions are required to be implemented by all agencies. This can either be a revision to any current new hire survey or a new procedure. Agencies are responsible for the implementation and collection of the four E2E metrics associated with a new employee survey.

The four required questions are outline below. The first two questions are yes/no questions. The last two questions we suggest using the following scale:

Strongly agree (5)

Agree (4)

Neither Agree/or Disagree (3)

Disagree (2)

Strongly Disagree (1)

1. I was attracted to this position by a federal recruitment effort (drop down menu for career fair, agency recruiter, agency flyer, employee, etc). NOTE: Please do not check yes if USJOBS was the only way that you heard about this position.
Yes/No
2. I was able to get information about the status of my application at each of the 4 notification points throughout the hiring process. You must have received or been able to get information regarding your application at each of the following points:
 - a. Application/resume was received **Yes/No**
 - b. Application/Resume was assessed **Yes/No**
 - c. Application/resume was referred **Yes/No**
 - d. Tentative job offer was made **Yes/No**
3. Overall, I was satisfied with the hiring process.

1= Strongly Disagree					5=Strongly Agree
1	2	3	4	5	
4. I am satisfied with the overall orientation that I have received.

1= Strongly Disagree					5=Strongly Agree
1	2	3	4	5	

Below is the complete new hire template that was developed for agencies to use at their discretion.

22. My workspace was clean, functional, and ready for occupancy.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

23. My IT equipment (computer, email access) was ready for use.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

24. Telecommunications (including phone and voicemail set-up) were ready for use.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

25. My manager/supervisor was prepared for my arrival

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

26. I was welcomed to my office and introduced to the people on my work team.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

YOUR FIRST WEEK ON THE JOB

27. I was assigned meaningful work/training during my first week on the job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

28. I knew where to go to get questions about my work answered.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

29. My supervisor provided me with a clear and concise explanation of my duties and job expectations.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

YOUR FIRST MONTH ON THE JOB

30. My supervisor quickly integrated me into the team.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

31. The performance management system was clearly explained to me.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

32. I received initial training to help me understand internal systems, general operating practices, and other information needed to perform my job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

YOUR FIRST 90-DAYS ON THE JOB

33. I received additional training to help me understand internal systems, general operating practices, and other information needed to perform my job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

34. My supervisor has provided on-going feedback about my performance.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

35. My supervisor checks with me regularly to answer any questions I may have.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

36. The job expectations as described in the job posting and interview process are consistent with what I am currently doing.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5

37. I am held accountable for my performance.

1= Strongly Disagree

5=Strongly Agree

1 2 3 4 5

38. The agency's mission and my role in achieving mission accomplishment have been reinforced throughout the orientation process.

1= Strongly Disagree

5=Strongly Agree

1 2 3 4 5

39. I am satisfied with the overall orientation that I have received.

1= Strongly Disagree

5=Strongly Agree

1 2 3 4 5

OPEN ENDED QUESTIONS

40. What was your motivation for choosing or accepting this position?

41. What should be our top priority for improving our recruitment, hiring, and orientation process?

42. Please share any additional feedback or recommendations you may have to improve the agency's hiring and orientation processes.