

# Onboarding Questions

Timeframe	Questions
<b>30 Days</b>	<p>What do you like about the job and the organization so far?</p> <p>What has gone well for you? What are the highlights of your experiences so far?</p> <p>If there is anything you don't understand?</p> <p>Have you faced any surprises since joining us?</p> <p>What could we have done differently during the interviewing process to realistically prepare you for your new role?</p> <p>Overall, how well do you understand your role, including the responsibility of your job?</p> <p>Do you know who you need to work with to achieve the goals that have been set?</p> <p>Would you like to have a mentor in the organization?</p>
<b>60 Days</b>	<p>Do you have enough, too much, or too little time to do your work?</p> <p>Do you have access to the appropriate tools and resources?</p> <p>Do you feel you haven't been sufficiently trained in any aspects of your job to perform at a high level?</p> <p>How do you see your job relating to the organization's mission and vision?</p> <p>What can the organization do to help you become more successful as you transition further into your role?</p> <p>Compare the organization to what we explained it would be like when you initially interviewed with us. Have you experienced any surprises, disappointments or other "aha" moments?</p> <p>How would you describe the general tone from your co-workers? Do you find that they've been supportive of your success?</p> <p>How would you describe the current workplace culture?</p> <p>Do you feel you are receiving adequate support to successfully do your job?</p> <p>Have you developed a plan to achieve the goals for your position?</p>
<b>90 Days</b>	<p>Which co-workers have been particularly helpful since you arrived?</p> <p>Would you recommend anyone to become a mentor to new employees?</p> <p>Who do you talk to when you have questions about your work? Do you feel comfortable asking?</p> <p>Have you had any uncomfortable situations or conflicts with supervisors, co-workers, or customers? Did you feel inclined to refer matters to your supervisor or to human resources on any occasion?</p> <p>Does your supervisor clearly explain what the organization expects of you?</p> <p>How would you describe leadership communication overall?</p> <p>Do you believe your ideas and suggestions are valued?</p> <p>What accomplishment are you most proud of so far?</p> <p>What other projects are you interested in working on?</p> <p>Can you give me an example of some type of change you've recommended that's been implemented?</p> <p>In retrospect, what could we have done differently in terms of setting your overall expectations appropriately for working in our company, and for your job specifically?</p> <p>How accurately was your role described to you during your first 90 days? (i.e., Are you doing what you expected you will be doing?)</p> <p>How satisfied are you with the initial training that you have received for your new role?</p> <p>How likely are you to remain at this organization for the next two years?</p> <p>How can we improve the onboarding experiences?</p>

*Adapted from Effective Onboarding Should Last for Months and The Essential Guide to Employee Experience Surveys. Full citations can be found at <https://longwoodgardens.org/education/longwood-fellows-program>.*