

THE 60 DAY NEW EMPLOYEE SURVEY

One of the best sources of knowledge and innovation is new employees. We want to know what you've learned about our company and how you think it can be improved. Please use extra paper where needed. You will be required to turn in a completed form on _____.

1. Background

Name: _____ Position Title: _____
Date of Hire: _____ Name of Current Department: _____

2. Job Description

Please describe in your own words the three most important things you do in your job:

1. _____
2. _____
3. _____

Do you feel that your job title is properly named? Yes No

If "No," what should it be? _____

Name the three *most* enjoyable aspects of your job:

1. _____
2. _____
3. _____

Name three suggestions that would make your job better:

1. _____
2. _____
3. _____

3. Hiring Process

Was the job for which you were hired accurately described during the hiring process?

Yes _____ No _____ Comment _____

What improvements can be made in the company's hiring process so that we can hire better employees?

4. Orientation and Training

How can the company improve the orientation process which introduces new employees to the company's operations, personnel, products and services?

What can the company do to provide you with skills training so that you can excel at your job?

Would you be interested in future cross-training in another department?

Yes _____ No _____

If so, please state the job position you would be interested in training for:

5. Wage and Hour Issues

Are you unclear about any wage or hour issues (pay, overtime, vacation, missed time from work, etc.)?

Yes _____ No _____

If so, please indicate any questions that you have:

6. Company Policies and Procedures

Are you unclear about any company policies or procedures as set forth in the employee handbook or by your supervisor?

Yes _____ No _____

If so, please indicate any questions you may have:

7. Performance

Do you have a Performance Agreement and 90 Day Game Plan?

Yes _____ No _____

If so, please indicate any questions you may have:

8. Are you aware of the following services available to you? (Check those that are a “yes”)

- Employee Assistance Program (EAP)
- Employee Wellness Program
- Financial Planning

9. I am interested in information on the following:

- Company history
- Our products and services
- Car pooling
- Childcare
- Community outreach programs
- Wellness programs and resources
- Financial fitness
- Company benefits
- Stress management

If you are interested in receiving further information in the following areas please contact [Name] at [email] or [phone].

10. Comments

If you are aware of any possible improvements to the way we run our business or how you do your job, please give us your comments or suggestions:

Thank you!

Signature: _____

Date: _____