

Instructions to Manager regarding New Hire Survey:

Please give the employee the following questionnaire after their first three months with your area. Then meet with the employee to discuss their answers and potential areas of improvement for management/the department moving forward, both for this employee and for future hires.

Three-Month Survey

Name: _____

Date: _____

1. My supervisor has clearly communicated my job responsibilities to me.

Strongly Agree Agree Neither Disagree Strongly Disagree

2. I have the tools and resources necessary to do my job well.

Strongly Agree Agree Neither Disagree Strongly Disagree

3. At work, I am consistently able to put my talents to work in my position.

Strongly Agree Agree Neither Disagree Strongly Disagree

4. My supervisor recognizes the good work that I do on a regular basis.

Strongly Agree Agree Neither Disagree Strongly Disagree

5. My supervisor listens and responds to my needs.

Strongly Agree Agree Neither Disagree Strongly Disagree

6. My supervisor has identified my talents and encouraged my development in those areas.

Strongly Agree Agree Neither Disagree Strongly Disagree

7. My supervisor encourages me to provide suggestions or input.

Strongly Agree Agree Neither Disagree Strongly Disagree

8. I play an important role in accomplishing my company's mission.

Strongly Agree Agree Neither Disagree Strongly Disagree

9. My co-workers are aware of how they can contribute to the common goal.

Strongly Agree Agree Neither Disagree Strongly Disagree

10. I have had the opportunity to develop a trusting relationship with someone at work.

Strongly Agree Agree Neither Disagree Strongly Disagree

11. My supervisor meets with me on a consistent basis to discuss my progress.

Strongly Agree Agree Neither Disagree Strongly Disagree

12. I have had opportunities to build upon my knowledge, skills, and experience.

Strongly Agree Agree Neither Disagree Strongly Disagree

In the space below, please provide any clarifying comments regarding the questions you answered above or add any other comments you may have.