

SAMPLE NEW EMPLOYEE ORIENTATION EVALUATION QUESTIONNAIRE

This sample is designed to show a typical format for a new employee orientation performance evaluation. All evaluation forms should be customized to your company's specifications.

It is the goal of our management team to make this a good place to work. This begins by maintaining a successful orientation program. To accomplish this goal, we need your personal thoughts and ideas on how the orientation program works. Please read the following 25 statements and indicate whether you agree or disagree. After completing the statements, please share with us your honest and frank opinions in writing. Your cooperation is greatly appreciated. We value your feedback.

	AGREE	DISAGREE
1. The job description accurately represents all my responsibilities.		
2. On the job training was provided for all activities.		
3. I am provided with all necessary tools and equipment to perform my job.		
4. I have been well trained on all jobs I have been assigned.		
5. Good cooperation exists between departments.		
6. My co-workers are cooperative and work well together.		
7. My supervisor provided an adequate representation of the job in my interview.		
8. I am encouraged to make suggestions.		
9. I feel free to speak to anyone in top management.		
10. Management pays attention to employees.		
11. My supervisor gives clear instructions.		
12. I understand how my activities are tied to the goals of the company.		
13. My abilities and skills are used by the organization.		
14. I understand what goes on in other departments.		
15. Teamwork is encouraged by the supervisor.		
16. I am satisfied with the training I have received.		
17. The company is committed to the training and development of staff.		
18. Orientation presenters were allowed enough time to thoroughly present the materials.		
19. I am provided the information necessary to be successful within the organization.		
20. I am provided with a clear picture of the organization's future.		
21. Feedback on my performance is timely, accurate and constructive.		
22. My supervisor has pushed me for more work than I can do.		
23. The orientation material was presented in a clear, precise manner.		
24. I was given a tour of the entire facility.		
25. My assigned buddy provided helpful insight about the organization.		