



Bureau of Human Resources

New Employee Survey

The new employee survey was designed through a joint effort between the Office of Personnel Management (OPM) and the Chief Human Capital Officers Council Subcommittee for Hiring and Succession Planning. The survey was designed to help agencies capture the metrics needed for the End-To-End Hiring measures that are required in an agency's annual Human Capital Management Report.

Part I of the survey addresses demographic information. Part II of the survey provides you an opportunity to address what attracted you to the Department and your level of satisfaction with the initial recruitment process and orientation. The final section of the survey, Part III, provides you an opportunity to offer feedback on the overall hiring and orientation process. This survey targets employees who have been hired on a competitive examining appointment, who have been active in their position for a minimum of 90 calendar days and who have completed the entire recruitment process.

[Start Survey](#)

[HR Home](#) | [Office Home](#) | [Accessibility](#) | [Search](#) | [Contact](#) | [Top of Page](#)



Bureau of Human Resources

New Employee Survey

I. Demographics

Were you previously employed?

- ☐ Yes
☐ No

If yes, was this employment with another Federal Government agency?

- ☐ Yes
☐ No

Excluding Military Service, how many years of Federal Government service do you have?

- ☐ None
☐ Less than 3 years
☐ 3-10 years
☐ 10+ years

Where do you work?

- ☐ Domestic (Washington DC/Metropolitan)
☐ Domestic (Outside Washington DC)

What bureau are you assigned?

What is your grade?

What is your supervisory status?

- ☐ Non-Supervisory: You do not supervise other employees;
☐ Team Leader: You are not an official supervisor; you provide employees with day-to-day guidance in work projects;
☐ Supervisory: You are responsible for employees performance appraisals and approval of their leave, but you do not supervise other supervisors;
☐ Manager: You are in a management position and supervise one or more supervisors
☐ Executive: Member of the Senior Executive Service.

Next



Bureau of Human Resources

II. Initial Contact

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 USAJOBS 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:

Application/Resume was received

☐ Yes
☐ No

Application/Resume was assessed

☐ Yes
☐ No

Application/Resume was referred

☐ Yes
☐ No

Tentative job offer was made

☐ Yes
☐ No

3. Overall, I was satisfied with the Departments routine communications throughout the recruitment and hiring process.

☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

4. In general, I am satisfied with the Departments routine communications throughout the recruitment process.

☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

5. Overall, I was satisfied with the hiring process.

☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Next



Bureau of Human Resources

III. Overall Experience

Please provide feedback regarding how helpful you found the overall hiring and orientation process. This information will be used to further enhance and improve our talent management program.

Hiring Process

7. The job/vacancy announcement was clear and understandable.

- ☐ Yes
☐ No

8. Agency interviewers were professional and knowledgeable about the agency.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

9. The agency's human resources contact was professional, knowledgeable, and helpful in the hiring process.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

10. The length of time between when I submitted my application and when I first heard from the agency was reasonable.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

11. The length of time between submission of my application and when I received a job offer was reasonable.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

[Next](#)



Bureau of Human Resources

Branding

12. Before I applied for this job, I was familiar with this agency and its work.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Agency Web-Site

13. I found the agency's web-site to be easy to use and informative.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

After You Accepted, But Before Your First Day on the Job

14. I was satisfied with the support and information I received before my first day on the job.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

15. The information sent to me before my first day helped me know what to expect, where to go, and other key information needed on the day I reported to work.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

16. Someone from my work unit contacted me in advance of my first day and made me feel welcome.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

17. I had a helpful, knowledgeable point of contact for my questions before I reported to work.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Next



Bureau of Human Resources

Your First Day on the Job

18. The information I received on benefits and policies on the first day of the job was helpful and complete.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
19. I knew where to go to get additional assistance on personnel matters, benefits, and paperwork following my first day on the job.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
20. Security was prepared for my arrival and I received appropriate credentials for building access on the first day of my job.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Your First Day at Your Desk or Workspace

21. I was assigned a workspace upon arrival.
- ☐ Yes ☐ No
22. On my first day, my workspace was organized and I had everything that I needed to start working (or knew where to get it).
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
23. My workspace was clean, functional, and ready for occupancy.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
24. My IT equipment (computer, email access) was ready for use.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
25. Telecommunications (including phone and voicemail set-up) were ready for use.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
26. My manager/supervisor was prepared for my arrival
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree
27. I was welcomed to my office and introduced to the people on my work team.
- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Next



Bureau of Human Resources

Your First Week on the Job

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Your First Month on the Job

31. My supervisor quickly integrated me into the team.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Your First 90-Days on the Job

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

38. I am held accountable for my performance.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

Next



Bureau of Human Resources

39. The agency's mission and my role in helping achieve the agency's mission have been reinforced throughout the first 90 days on the job.

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

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

- ☐ Strongly Agree ☐ Agree ☐ Neither Agree/or Disagree ☐ Disagree ☐ Strongly Disagree

What was your motivation for choosing or accepting this position?

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

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

Submit