**30-Day Supervisor Onboarding Survey**

***Compliance:***

1. Within 3 days of your new employee’s acceptance of their job, did you contact your new employee to welcome him/her to the Army Team and confirm his/her start date by sending a welcome letter and/or email?

Yes – No

***Compliance:***

1. Within 3 days of your new employee’s acceptance of their job, did you verify that he/she knew that they must complete all required HR paperwork and documentation prior to their first day on the job?

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

Contacting my new employee prior to their first day is a valuable component of his/her onboarding process.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. Prior to my employee’s start date at Army, I assigned him/her a sponsor and explained the sponsor’s responsibilities to them.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

Assigning a sponsor to my new employee was valuable; the sponsor was able to provide needed support to the employee.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. Before their start date, did your new employee have an operating workstation with a desk, work bench, chair, computer, network, telephone, and required tools, equipment and office supplies?

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

My new employee will become proficient on the job significantly faster than new employees have in the past because they had early access to everything they needed to go to work.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. On their first day at work, my new employee’s sponsor met them on their arrival and escorted them to their office.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***0***

***Program Effectiveness:***

Having a sponsor reach out to my new employee to answer their questions and facilitate their support is a valuable component of the onboarding process.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. I arranged to have a senior leader administer the Oath of Office Ceremony.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

Making the Oath of Office swearing in ceremony significant is an important part of the onboarding process.

1 2 3 4 5

***Compliance:***

1. On their first day at Army, I made sure that my new employee had a copy of the Army Acculturation Handbook or computer access to the Army Acculturation website.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

The Acculturation Handbook is a valuable reference for the acculturation of newcomers.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. On his/her first day at Army, I personally introduced my new employee to department staff and key personnel or verified that their Sponsor made the introductions.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

Early introductions of this type contributed to my new employee feeling a part of the team.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance***

1. During his/her first week at Army, I made sure that my new employee was familiar with work-relevant computer hardware and software, including email, Intranet/SharePoint, and VPN/Mobile Phone.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

Reviews of this type contributed to my new employees’ proficiency.

1 2 3 4 5

Strongly Strongly Unsure Strongly Strongly

Disagree Agree Agree Disagree

|  |  |
| --- | --- |
|  |  |

***Compliance:***

1. During the first week my employee was employed at Army, I met with him/her to review his/her initial job description, job assignments, performance expectations and training plans.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

Based on my experience, I expect that it will be valuable to my new employee’s understanding of job requirements and performance expectations.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

11. I personally reviewed my new employees’ work schedule, hours, payroll, time cards (if applicable), labor accounting & leave/absence policies and procedures with them.

Yes – No (NOTE: If response is “yes,” the following items will be presented):

***Program Effectiveness:***

Based on the review, I think that my employee has the information needed to manage time and attendance and complete time cards.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. I’ve accepted my new employee’s request in Army Career Tracker (ACT) as their Supervisor.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

I believe it is worthwhile to encourage my new employee to devote time to using Army Career Tracker (ACT) on an ongoing basis.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. I have assisted my new employee in learning about Army values, culture, structure and assigned organization mission, culture & structure.

Yes – No (NOTE: If response is “yes,” the following item will be presented):

***Program Effectiveness:***

I believe I am a major influence in acculturating my new employee to “fit in” to Army culture.

1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. I have reviewed the following key policies with my new employee (check all that apply):

\_\_\_Time and Attendance Reporting

\_\_\_Family & Medical Leave Act (FMLA) / Leaves of Absence

\_\_\_Vacation and sick leave

\_\_\_Overtime

\_\_\_Diversity Awareness

\_\_\_Sexual Harassment / Assault Holidays

\_\_\_Performance reviews

\_\_\_Appropriate attire

\_\_\_Safety

\_\_\_Emergency procedures

***Compliance:***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. I have scheduled a Command orientation for my new employee.   Yes – No  ***Compliance:***   1. I have verified that my new employee has started short/long term training requirements (including CES, SDC, AR 350-1 required training as well as organizational training).   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***Program Effectiveness:***  To maximize their proficiency, it is important that new employees get a quick start on training.  1 2 3 4 5  Strongly Disagree Unsure Agree Strongly  Disagree Agree  ***Compliance:***   1. I reviewed my new employees’ performance objectives with them and had him/her sign a performance plan.   Yes – No  ***Compliance:***   1. I’ve implemented an Open Door Policy and I am available to my employees by phone, email, or in-person***.***   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***Program Effectiveness:***  An open-door policy is a good policy for enhancing my new employee’s comfort and feeling of inclusion.  1 2 3 4 5  Strongly Disagree Unsure Agree Strongly  Disagree Agree  ***Compliance:***   1. I arranged for my new employee to meet theCareer Program representative.   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***Program Effectiveness:***  Meeting with the Career Program representative will increase my new employees’ proficiency.  1 2 3 4 5  Strongly Disagree Unsure Agree Strongly  Disagree Agree  ***General Perceptions:***  20. The Army provides my new employee with the tools and resources they need to be productive.  1 2 3 4 5  Strongly Disagree Unsure Agree Strongly  Disagree Agree  21. The Army culture facilitates a comfortable work environment for my new employee.  1 2 3 4 5  Strongly Disagree Unsure Agree Strongly  Disagree Agree  22. The activities on the checklist gave my new employee a good start on the job.  1 2 3 4 5  Strongly Disagree Unsure Agree Strongly  Disagree Agree  23. What suggestion would you make to improve the Onboarding program? (open ended narrative question) |  | Ethics  Standards of conduct  Progressive disciplinary actions  Visitors / Security  Confidentiality (specific procedures to safeguard confidential/sensitive material | 1. Within first week… Provide meaningful work — either training or substantive task assignments related to the new job   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***On boarding Value Assessment Item:***  >  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  ***Compliance Item:***   1. Within first week…key policies…   ***Compliance Item:***   1. Within your first week at Army, which of the following key policies were you afforded an opportunity to review?   \_\_\_ Family & Medical Leave Act (FMLA) / Leaves of Absence  \_\_\_ Time and Attendance Reporting  \_\_\_ Overtime  \_\_\_ Diversity Awareness  \_\_\_ Sexual Harassment/Assault  \_\_\_ Vacation and sick leave  \_\_\_ Holidays  \_\_\_ Performance reviews  \_\_\_ Appropriate Attire  \_\_\_ Safety  \_\_\_ Ethics  \_\_\_ Standards of conduct  \_\_\_ Progressive disciplinary actions  \_\_\_ Visitors / Security  \_\_\_ Confidentiality (specific procedures to safeguard confidential/sensitive material  \_\_\_Emergency procedures  ***Compliance Items:***   1. I have attended a command / organization on-boarding session.   Yes – No (NOTE: If response is “yes,” the following item will be presented):  The command / organization on-boarding session I attended included the following topics:  \_\_\_ Work Unit Orientation  \_\_\_ Army CPOL MyBiz  \_\_\_ Army Career Tracker (ACT)  \_\_\_ Army Profession / Career Corps  ***Compliance Item:***   1. I have reviewed and finalized performance objectives with my Supervisor and signed my performance plan.   Yes – No - I reviewed my performance objectives with my supervisor but did not sign my performance plan - I signed my performance plan but did not review and finalize its performance objectives with my supervisor  (If “yes,” the following item will be presented):  ***On boarding Value Assessment Item:***  Reviewing my performance plan with my supervisor gave me a clear idea of what I need to do to receive a positive performance appraisal.  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  ***Compliance Item:***   1. I set development goals for my Individual Development Plan (IDP) with my supervisor in Army Career Tracker (ACT).   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***On boarding Value Assessment Item:***  I see a clear relationship between the development goals in my Individual Development Plan (IDP) and my performance goals.  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  ***Compliance Item:***   1. I have identified and begun working on short and long-term training requirements (CES, SDC, AR 350-1 required training, organizational training, etc.)   Yes – No  ***Compliance Item:***   1. After my initial meeting with my sponsor, I met with her/him again for additional advice.   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***On boarding Value Assessment Item:***  The additional advice I received from my sponsor was helpful in understanding the Army organization.  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  ***Compliance Item:***   1. I have met with the Activity Career Program manager.   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***On boarding Value Assessment Item:***  The Activity Career Program manager gave me information that is helpful to me personally as an employee at Army.  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  ***Compliance Item:***   1. I have met with my organizational Training Coordinator.   Yes – No (NOTE: If response is “yes,” the following item will be presented):  ***On boarding Value Assessment Item:***  My meeting with the organizational Training Coordinator convinced me that he/she will be a valuable contact to have in the future.  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree  ***On boarding Value Assessment Item:***   1. In general, the activities on the Army Acculturation Employee checklist (listed above in this survey) have been helpful in starting my Army career.   Yes – No (NOTE: If response is “yes,” the following item will be presented):  >  1 2 3 4 5  Strongly Strongly Unsure Strongly Strongly  Disagree Agree Agree Disagree   1. What suggestions would you make for improving the Army Onboarding program?: (open-ended narrative response item): |