**New Employee Survey**

**Revisions: March, 2015**

**I. DEMOGRAPHICS**

1. Are you new to the Federal Government?

* Yes
* No

2. Where do you work?

* Domestic (Washington DC/Metropolitan Area)
* Domestic (Outside Washington DC)

3. What Bureau are you assigned? (Create a drop-down menu)

* A
* AF
* AVC
* BP
* CA
* CGFS
* CT
* DRL
* DS
* EAP
* EB
* ECA
* ENR
* EUR
* FSI
* H
* HR
* IBC
* ICJ
* IIP
* IJC
* INL
* INR
* IO
* IRM
* ISN
* L
* M
* M OFM
* MED
* NEA
* OBO
* OES
* OIG
* PA
* PM
* PRM
* S
* S CPR
* SCA
* WHA
* Other (fill in)

4. Please select your current grade level. (Create a drop-down menu)

* GS/GG/GM- 1
* GS/GG/GM- 2
* GS/GG/GM- 3
* GS/GG/GM- 4
* GS/GG/GM- 5
* GS/GG/GM- 6
* GS/GG/GM- 7
* GS/GG/GM- 8
* GS/GG/GM- 9
* GS/GG/GM-10
* GS/GG/GM-11
* GS/GG/GM-12
* GS/GG/GM-13
* GS/GG/GM-14
* GS/GG/GM-15
* Wage Grade
* Other (fill in)

5. What is your supervisory status?

* Non-Supervisor: You do not supervise other employees
* Team Leader: You are not an official supervisor but you provide employees with day-to-guidance on work projects
* Supervisor: 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

6. What is your gender?

* Male
* Female
* Unspecified

7. Please specify your ethnicity.

* Hispanic or Latino
* Non-Hispanic or Latino
* Unspecified

8. Please specify your race.

* White
* Black or African American
* Asian
* Native Hawaiian or Other Pacific Islander
* American Indian or Alaska Native
* Two or More Races
* Unspecified

**II. MARKETING AND RECRUITMENT EFFORTS**

1. How did you learn about this opportunity?

* USAJOBS.gov
* Careers.state.gov
* Newspaper, Magazine, Journal
* Professional Affinity Group
* Personal Network
* Job Board
* University/College Career Center or Career Advisor
* Recruitment Event
* Social Media (e.g. LinkedIn, Facebook, etc.)
* Other (Fill in, Maximum 20 characters)

2. I found the agency’s Careers.state.gov website to be easy to use and informative.

* Strongly Agree
* Agree
* Neither Agree/or Disagree
* Disagree
* Strongly Disagree
* Not Applicable

3. I found the agency’s State.gov website to be easy to use and informative.

* Strongly Agree
* Agree
* Neither Agree/or Disagree
* Disagree
* Strongly Disagree
* Not Applicable

4. To your knowledge, have there been any Department of State recruitment events in your hometown? Example: University/College Career Fairs, Professional Affinity Group Speech, etc.

* Yes\*
* No

\*Branch Question: Have you participated in or attended any of the recruitment events?

* Yes
* No

5. Before I applied for this job, I was familiar with the Department of State and its work.

* Strongly Agree
* Agree
* Neither Agree/or Disagree
* Disagree
* Strongly Disagree

6. When I told family and friends about my job opportunity with the Department of State, they were familiar with the agency and its work.

* Strongly Agree
* Agree
* Neither Agree/or Disagree
* Disagree
* Strongly Disagree

**III. FACTORS THAT CONTRIBUTED TO YOUR DECISION TO APPLY FOR THE POSITION**

7. To what extent did the following work factors contribute to your decision to apply for this position with the Department of State?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **To a very great extent** | **To a great extent** | **To a moderate extent** | **To a small extent** | **Not at all** |
| Department Mission |  |  |  |  |  |
| Interest in job duties and responsibilities |  |  |  |  |  |
| Promotion Opportunities |  |  |  |  |  |
| Training and Professional Development |  |  |  |  |  |
| Potential to serve in assignments overseas |  |  |  |  |  |
| Work/Life Balance (Examples: Telework, Childcare, AWS) |  |  |  |  |  |

\*Please use the text box below for any comments about the factors that contributed to your decision to apply for and accept the position with the Department of State. (Comment Box: 1000 Characters)

8. Did you encounter any barriers or challenges when joining the Department of State?

* Yes\*
* No

\*Branch Question (Please explain the barriers and/or challenges you encountered when joining the Department of State?

9. In your first 90 days on the job, to what extent did the following factors meet your expectations?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **To a very great extent** | **To a great extent** | **To a moderate extent** | **To a small extent** | **Not at all** | **Not Applicable** |
| Department Mission |  |  |  |  |  |  |
| Satisfaction with job duties and responsibilities |  |  |  |  |  |  |
| Promotion Opportunities |  |  |  |  |  |  |
| Training and Professional Development |  |  |  |  |  |  |
| Opportunities to serve in temporary or excursion assignments overseas |  |  |  |  |  |  |
| Work/Life Balance (Example: Telework, Childcare, AWS) |  |  |  |  |  |  |
| Bureau Leadership |  |  |  |  |  |  |

\*Please use the text box below for any comments about how your expectations were met in your first 90 days in the position. (Comment Box: 1000 Characters)

**IV. EVALUATION OF THE HIRING PROCESS AND BUREAU ORIENTATION**

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

* Strongly Agree\*
* Agree\*
* Neither Agree/or Disagree\*
* Disagree\*
* Strongly Disagree\*

\*Branch Question: Please elaborate on your experience with the hiring process. (1000 Characters)

11. I found the application process to be clear and easy to complete.

* Strongly Agree
* Agree
* Neither Agree/or Disagree
* Disagree
* Strongly Disagree

12. Did you experience any challenges or barriers during the hiring process?

* Yes\*
* No

\*Branch Question: Please elaborate on the challenges or barriers you experienced during the hiring process. (1000 Characters)

13. I am satisfied with the services provided by the Department’s human resources contact.

* + Strongly Agree\*
  + Agree\*
  + Neither Agree/or Disagree\*
  + Disagree\*
  + Strongly Disagree\*

\*Branch Question: Please elaborate on your satisfaction level regarding the HR Services provided. (1000 Characters)

14. I am satisfied with the overall Bureau orientation that I have received.

* + Strongly Agree
  + Agree
  + Neither Agree/or Disagree\*
  + Disagree\*
  + Strongly Disagree\*

\*Branch Question: Please explain your experience with the Bureau’s orientation process. (1000 Characters)

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

* + Strongly Agree
  + Agree
  + Neither Agree/or Disagree
  + Disagree
  + Strongly Disagree

17. I have a clear understanding of who to contact for assistance with HR related issues offered by: (Check all that apply.)

* My Bureau’s Executive Office Human Resources Point of Contact
* My Bureau’s Human Resources Service Provider
* The HR Service Center in Charleston, S.C.
* I do not have an understanding of the HR services provided by the functions stated above

18. 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

19. In my first 90 days on the job, the Department’s mission and my role in helping achieve the Department’s mission were reinforced.

* + Strongly Agree
  + Agree
  + Neither Agree/or Disagree
  + Disagree
  + Strongly Disagree

**V. CONCLUSION**

20**.** What should be our top priority for improving the Department’s hiring and onboarding process? (Free Flow Box 1000 Character Max)

21. Please use this space to provide any additional feedback about your experience with the Department’s hiring and onboarding process. (Free Flow Box 1000 Character max)