**30-Day Employee Onboarding Survey**

***Compliance:***

1. In the period between your job acceptance and your start date, did you: (check all that apply)

\_\_\_ Receive all of the following from your supervisor: a welcome letter, employee checklist and acculturation brochure?

\_\_\_ Review your welcome packet and/or the online portal from the Civilian Personnel Advisory Center (CPAC)?

 \_\_\_ Complete your on-boarding paperwork from CPAC (i.e., sign, date and submit as instructed by CPAC)?

 \_\_\_ Receive a welcome email from your assigned sponsor before your first day at Army?

 \_\_\_ Receive a link from your sponsor to helpful information and maps of your organization, installation, and area?

***Compliance:***

1. Prior to your first day at Army did you coordinate with your Sponsor to arrange a meeting on the first day after your inprocessing?

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

***Program Effectiveness:***

The first meeting that I had with my Sponsor was useful to me as a new employee.

 1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. In the first few days at Army, did you meet with department staff and key personnel?

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

***Program Effectiveness:***

My meeting with department staff and key personnel at Army was helpful to me as a new employee.

 1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. On your first work day, did you receive a tour of your work facility to acquaint you with its general layout and key features?

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

***Program Effectiveness:***

The tour of the work facility helped orient me to my new surroundings and was beneficial.

 1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. Please check all of the general administrative procedures that were communicated to you during your first week at Army:

 \_\_\_ Acquiring business cards

 \_\_\_ Making purchase requests

 \_\_\_ Base vehicle registration

 \_\_\_ Scheduling use of conference rooms

 \_\_\_ Acquiring necessary keys or access Cards

 \_\_\_ Procedures for both incoming and outgoing mail

 \_\_\_ Shipping procedures (i.e., FedEx, DHL, and UPS)

 \_\_\_ Severe Weather procedures

***Compliance:***

1. Please check all of the organizational policies or procedures that were communicated to you during your first few days at Army:

\_\_\_ Telephones and their official use
\_\_\_ Telephone Access Codes/billing

\_\_\_ Picture ID badges

\_\_\_ Building and/or Computer access cards

\_\_\_ Use of the telephone alert roster

***Compliance:***

1. Within the first week of your employment, did you have an initial performance counseling session with your supervisor to review your initial job assignments and performance expectations?

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

***Program Effectiveness:***

My initial performance counseling session with my supervisor gave me a clear idea of my job assignments and what was expected of me.

 1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

My initial performance counseling session with my supervisor gave me a clear idea of what training I would receive over the next few months.

 1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

 Disagree Agree

***Compliance:***

1. During your first week on the job, did you complete all initial mandatory training and submit required paperwork (such as: Information Assurance; security clearance if required)?

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

***Program Effectiveness:***

I was allowed adequate time to complete all mandatory training and paperwork (including security clearance, if required).

 1 2 3 4 5

Strongly Disagree Unsure Agree Strongly

Disagree Agree

***Compliance:***

1. Which of the following were you able to accomplish during the first week of your Army employment (check all that apply):

\_\_\_ Reviewed (along with my supervisor) my job description

\_\_\_ Reviewed (along with my supervisor) performance expectations and standards that apply to

 me

 \_\_\_Reviewed (along with my supervisor) my work schedule and hours

***Compliance:***

1. During your first week at Army, which of the following Army policies did you have an opportunity to review along with your supervisor? (please check all that apply)

\_\_\_\_ Policy and processes related to time cards

 \_\_\_\_ Policy related to leave and absences

***Compliance:***

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| 1. Prior to the end of my first month at Army, I completed my initial Army Career Tracker (ACT) login and identified my first-line supervisor.

Yes – No (NOTE: If response is “yes,” the following item will be presented):***Program Effectiveness:***The instructions I received for logging in to the Army Career Tracker (ACT) and identifying my first line supervisor were easy to follow. 1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree***Compliance:***1. Within my first week at Army, I learned about the following (check all that apply):

\_\_ Army values\_\_ Army customs and traditions\_\_ Army structure\_\_ My assigned organization’s mission\_\_ My assigned organization’s culture\_\_ The ranks and insignia of military personnel\_\_ Titles of address for senior civilians/military personnel***Compliance:***1. Within your first week at Army, which of the following key policies were you afforded an opportunity to review? (check all that apply)

\_\_\_ 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:***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):***Program Effectiveness:***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 Disagree Unsure Agree StronglyDisagree Agree***Compliance:***1. I set development goals in the Army Career Tracker’s Individual Development Plan (IDP) in collaboration with my supervisor.

Yes – No (NOTE: If response is “yes,” the following item will be presented):***Program Effectiveness:***I see a clear relationship between my Individual Development Plan (IDP) and my performance goals.  1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree***Compliance:***1. I have begun working on short and long-term training requirements (Civilian Education System, Supervisor Development Course, AR 350-1 required training, organizational training, etc.)

Yes – No***Compliance:***1. After my initial meeting with my sponsor, I met with him/her again for additional support.

Yes – No (NOTE: If response is “yes,” the following item will be presented):***Program Effectiveness:***The additional support I received from my sponsor was helpful in adjusting to the Army organization. 1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree***Compliance:***1. I have met with my Career Program representative.

Yes – No (NOTE: If response is “yes,” the following item will be presented):***Program Effectiveness:***The Career Program representative gave me information that was helpful. 1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree***General Perceptions:***1. The Army provides me with the tools and resources I need to be productive.

 1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree1. My organization provides a work environment that fosters productivity for both individuals and teams.

 1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree1. The tasks on the employee onboarding checklist helped me get going quickly on my new job.

 1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree1. In general, were you prepared for your first day on the job at Army? Yes - No
2. What suggestions would you make for improving the Army Onboarding program? (Open-ended narrative response item).
3. How is the culture of Army different than you expected before you started to work here? (Open-ended narrative item).
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