**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 StronglyDisagree 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 StronglyDisagree 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 StronglyDisagree 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 StronglyDisagree Agree21. The Army culture facilitates a comfortable work environment for my new employee.  1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree22. The activities on the checklist gave my new employee a good start on the job.  1 2 3 4 5 Strongly Disagree Unsure Agree StronglyDisagree Agree23. What suggestion would you make to improve the Onboarding program? (open ended narrative question)  |  | EthicsStandards of conductProgressive disciplinary actionsVisitors / SecurityConfidentiality (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 StronglyDisagree 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 StronglyDisagree 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 StronglyDisagree 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 StronglyDisagree 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 StronglyDisagree 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 StronglyDisagree Agree Agree Disagree 1 2 3 4 5 Strongly Strongly Unsure Strongly StronglyDisagree 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 StronglyDisagree Agree Agree Disagree1. What suggestions would you make for improving the Army Onboarding program?: (open-ended narrative response item):
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