

## New Hire Survey Template

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To really measure and evaluate your hiring process, one critical piece of data is new hire feedback about their experience in your agency's hiring process. As recent "users" of the agency's hiring process, understanding their experience with the process is essential to know if it is effective from applicants' perspectives. This feedback can provide invaluable information to help agencies adjust the hiring process to make successful hiring decisions and create positive branding and impressions for applicants.

Below are some sample questions you may use to survey new hires about your agency hiring process.

Suggested use:

- ✓ Modify the questions and answers to fit your agency needs.
- ✓ Create the survey in a survey tool for ease in taking the survey and analyzing results.
- ✓ Run the survey over time.
- ✓ Provide survey to new hires each month or quarter.

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In what department do you work?

- Department A
- Department B
- Department C

How did you learn about the posting for your job?

- Employee Referral
- Virginia Jobs Website (Recruitment Management System – Department of Human Resource Management jobs website)
- Department of XXX's Website
- Indeed
- LinkedIn
- Twitter
- Facebook
- FlexJobs
- Virginia Employment Commission
- Other (please specify)

The Department of XXX's Careers Website was helpful in learning more about the agency.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Did Not Review Agency Careers Website

I received communication about where I stood at each stage of the hiring process.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

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The hiring process appeared well-organized.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

During the hiring process, realistic job expectations were provided to me.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

During the hiring process, information about the agency was provided to me.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

I was provided with clear answers to my questions during the hiring process.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Hiring staff were professional in their interactions with me.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

I felt comfortable during the interview process.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

I was satisfied with the length of time between submitting my application and when I was contacted by the agency.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

I was satisfied with the length of time between when I was contacted by the agency and the date for my interview.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree



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I was satisfied with the length of time between my interview and when I received my job offer.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

What changes would you recommend in the hiring process?

Other comments?