

Questions During the On Boarding Process

The supervisor should spend time with the employee, and below are questions that can be asked during that time. The important component is not so much the question, but listening carefully to the answer- both what is said and what isn't said. Choosing a few questions as conversation starters can help a supervisor to gather important information about where the new employee stands in the process of on boarding.

ALL EMPLOYEES (source):

[http://www.thehrspecialist.com/2751/15 questions to ask employees in their first 60 days.hr?cat=tools&sub_cat=memos to managers](http://www.thehrspecialist.com/2751/15-questions-to-ask-employees-in-their-first-60-days.hr?cat=tools&sub_cat=memos_to_managers)

<https://business.linkedin.com/talent-solutions/blog/2015/06/5-questions-every-manager-should-ask-their-new-hires>

1. Why do you think we selected you as an employee?
2. What do you like about the job and the organization?
3. What's been going well? What are the highlights of your experiences so far? Why?
4. Do you have enough, too much or too little time to do your work?
5. How do you see your job relating to the organization's mission?
6. What do you need to learn to improve?
7. What can the organization do to help you become more successful in your job? (Don't ask these two questions unless you are prepared to follow up with action. Otherwise, you can build false expectations, and that can cause disappointment.)
- 8 Tell me what you don't understand about your job and about our organization.
9. Compare the organization to what we explained it would be like.
10. Which co-workers have been helpful since you arrived? (Goal: Pinpoint which employees can be influential in retaining the new hire.)
11. Who do you talk to when you have questions about work? Do you feel comfortable asking?

- 12.** Does your supervisor clearly explain what the organization expects of you?
- 13.** How does it go when your supervisor offers constructive criticism or corrects your work?
- 14.** Do you believe your ideas are valued? Give examples.
- 15.** How well do you get along with co-workers?
- 16.** Have you had any uncomfortable situations or conflicts with supervisors, co-workers or customers?
- 17.** Is the job/team/company what you expected?
- 17.** Is anything about your role, the team or company still unclear?
- 18.** As your manager, what specifically can I do to make your transition easier?
- 19.** What are you enjoying most about your role?
- 20.** Finish the discussion by asking the employee if he or she has any questions for you or suggestions on how the job can be managed better.