

# Onboarding Feedback Template

Meeting date:



Collaborator's name



Manager's name

Job position:

Job position:



## How and why conduct this interview?



Onboarding feedback is a necessary overview in order to check that the collaborator is satisfied with their arrival in the company. We recommend you to conduct this meeting approximately 1 to 2 months after the arrival of a new collaborator.



## Overview

**How do you feel today compared to your first day within our company?**





<b>How did your first month go?</b>
<input type="text"/>

<b>Does your experience so far coincide with the image you had in mind of the company before your arrival?</b>
<input type="text"/>

<b>Were you surprised by a few things? If so, what were they?</b>
<input type="text"/>

<b>Do you wish to be guided on any specific matter?</b>
<input type="text"/>



**Do you have all the necessary tools to work efficiently?**

C

**What did you miss during your first month of onboarding within our company?**

C

**Do you think you had access to a sufficient amount of information? Do you see any area of improvement?**

C

**Do you have any comments concerning your work volume?**

C



What's your relationship with your team? And other departments?



What would rather improve your onboarding?



 Working together

---

Are you able to easily contact your Manager when you have any questions?





What recent actions from your manager did you appreciate?

C

Can your manager do anything differently in order to have a better impact and to work better with you?

C

Any additional feedback?

C