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. |
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# Overview

| **How do you feel today compared to your first day within our company?** | | |
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| **How did your first month go?** | |
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| **Does your experience so far coincide with the image you had in mind of the company before your arrival?** | |
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| **Were you surprised by a few things? If so, what were they?** | |
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| **Do you wish to be guided on any specific matter?** | |
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| **Do you have all the necessary tools to work efficiently?** | |
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| **What did you miss during your first month of onboarding within our company?** | | |
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| **Do you think you had access to a sufficient amount of information? Do you see any area of improvement?** | | |
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| **Do you have any comments concerning your work volume?** | | |
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| **What’s your relationship with your team? And other departments?** | | |
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| **What would rather improve your onboarding?** | |
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# 🤝 Working together

| Are you able to easily contact your Manager when you have any questions? | |
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| What recent actions from your manager did you appreciate? | |
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| Can your manager do anything differently in order to have a better impact and to work better with you? | |
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| Any additional feedback? | | |
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