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?**  |
| --- |
|  |



| **How did your first month go?**  |
| --- |
|  |

| **Does your experience so far coincide with the image you had in mind of the company before your arrival?**  |
| --- |
|   |

| **Were you surprised by a few things? If so, what were they?**  |
| --- |
|   |

| **Do you wish to be guided on any specific matter?**  |
| --- |
|   |

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



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

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

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

| **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?  |
| --- |
|   |

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



| Any additional feedback?  |
| --- |
|   |