

	LOM 6.6 New Employee Onboarding Questionnaire	
	<i>Document #: 13990</i>	<i>Page 1 of 5</i>
	<i>Revision #: 2</i>	<i>Issued Date: 11/05/2018</i>
	<i>Document Manager: Jeffrey Nye</i>	<i>Approved By: Jeffrey Nye</i>

NEW EMPLOYEE ONBOARDING QUESTIONNAIRE

How are we doing? Your Opinion Matters.

The goal of the New Employee Onboarding Committee is to get new employees comfortable in their new jobs as soon as possible. Successful onboarding should decrease the stress involved with being new and increase job satisfaction through the sharing of useful information. Your comments are beneficial and will be utilized to help improve the quality of the orientation given to new employees. This survey should be given to new employees at the completion of the onboarding program.

Please take a few minutes to complete this questionnaire by simply checking the answers that apply. There is plenty of space at the end of the questionnaire if you would like to make comments. You do not need to sign the questionnaire. Your questionnaire will be reviewed by the New Employee Onboarding Committee and your lab director for future improvement.

1. How satisfied are you with the job description given during the interview process as compared to what you are actually doing?
 Not Satisfied Satisfied Very Satisfied

2. Do you know who to contact for personnel issues?
 Undecided Yes No

3. Do you know who to contact if you were injured on the job?
 Undecided Yes No

4. Do you know where supplies are kept?
 Undecided Yes No

5. Have you driven a state car?
 Yes No

6. Can you operate the car radio?
 Yes No



LOM 6.6 New Employee Onboarding Questionnaire

Document #: 13990

Page 2 of 5

Revision #: 2

Issued Date: 11/05/2018

Document Manager: Jeffrey Nye

Approved By: Jeffrey Nye

- 7. How satisfied were you with the necessary tools (i.e. computer, phone, etc.) provided to you to complete your job?
 Not Satisfied Satisfied Very Satisfied
- 8. How satisfied were you with the work environment (i.e. space, furniture, etc.)?
 Not Satisfied Satisfied Very Satisfied
- 9. Do you know how to access the Quality Manual, Lab Ops Manual, and Training Manual?
 Undecided Yes No
- 10. Do you know how to access the Official Orders?
 Undecided Yes No
- 11. Is your training what you expected?
 Undecided Yes No
- 12. Is your training going too fast or too slow?
 Just Right Too Fast Too Slow
- 13. Do you feel that you have been given the tools to be successful?
 Undecided Yes No
- 14. I feel welcome and part of the team within my unit.
 Undecided Yes No
- 15. I feel welcome and part of the team within my laboratory.
 Undecided Yes No
- 16. How satisfied were you with the local (laboratory) onboarding process?
 Not Satisfied Satisfied Very Satisfied
- 17. How satisfied were you with the MSP Orientation in Lansing?
 Not Satisfied Satisfied Very Satisfied



LOM 6.6 New Employee Onboarding Questionnaire

Document #: 13990

Page 3 of 5

Revision #: 2

Issued Date: 11/05/2018

Document Manager: Jeffrey Nye

Approved By: Jeffrey Nye

18. How satisfied were you with the knowledge and skill of your assigned "mentor?"
 Not Satisfied Satisfied Very Satisfied
19. Is your supervisor accessible?
 Undecided Yes No
20. How satisfied were you with your supervisor's ability to lead and provide direction to you?
 Not Satisfied Satisfied Very Satisfied
21. How satisfied were you with the review of the Forensic Science Division's goals and objectives explained by your supervisor?
 Not Satisfied Satisfied Very Satisfied
22. How satisfied were you with the review of the Performance Management process with your supervisor?
 Not Satisfied Satisfied Very Satisfied
23. I understand how my work will be measured or evaluated.
 Undecided Yes No
24. I regularly receive useful feedback from my supervisor about my performance and progress.
 Undecided Yes No
25. I have supportive co-workers that are accessible to me.
 Undecided Yes No
26. I believe my ideas are valued.
 Undecided Yes No
27. I receive training and feedback about how to provide exceptional customer service.
 Undecided Yes No



LOM 6.6 New Employee Onboarding Questionnaire

Document #: 13990

Page 4 of 5

Revision #: 2

Issued Date: 11/05/2018

Document Manager: Jeffrey Nye

Approved By: Jeffrey Nye

28. How would you rate your overall satisfaction with The Michigan State Police Forensic Science Division at this time?
- Not Satisfied Satisfied Very Satisfied
29. Would you recommend the Michigan State Police Forensic Science Division as a good place to work?
- Undecided Yes No
30. I understand how my role contributes to the organizational goals of the Forensic Science Division (and/or MSP).
- Undecided Yes No
31. Would you volunteer to be a mentor to a new employee?
- Undecided Yes No
32. Has your Mentor relationship been helpful?
- Undecided Yes No
33. What recommendations do you have that would improve the new employee process?

34. Was there any other information about the Michigan State Police or the Forensic Science Division that you wanted to know that was not addressed?
