## Onboarding Questions

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<th>Timeframe</th>
<th>Questions</th>
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| **30 Days** | What do you like about the job and the organization so far?  
What has gone well for you? What are the highlights of your experiences so far?  
If there is anything you don’t understand?  
Have you faced any surprises since joining us?  
What could we have done differently during the interviewing process to realistically prepare you for your new role?  
Overall, how well do you understand your role, including the responsibility of your job?  
Do you know who you need to work with to achieve the goals that have been set?  
Would you like to have a mentor in the organization? |
| **60 Days** | Do you have enough, too much, or too little time to do your work?  
Do you have access to the appropriate tools and resources?  
Do you feel you haven’t been sufficiently trained in any aspects of your job to perform at a high level?  
How do you see your job relating to the organization’s mission and vision?  
What can the organization do to help you become more successful as you transition further into your role?  
Compare the organization to what we explained it would be like when you initially interviewed with us.  
Have you experienced any surprises, disappointments or other “aha” moments?  
How would you describe the general tone from your co-workers? Do you find that they’ve been supportive of your success?  
How would you describe the current workplace culture?  
Do you feel you are receiving adequate support to successfully do your job?  
Have you developed a plan to achieve the goals for your position? |
| **90 Days** | Which co-workers have been particularly helpful since you arrived?  
Would you recommend anyone to become a mentor to new employees?  
Who do you talk to when you have questions about your work? Do you feel comfortable asking?  
Have you had any uncomfortable situations or conflicts with supervisors, co-workers, or customers? Did you feel inclined to refer matters to your supervisor or to human resources on any occasion?  
Does your supervisor clearly explain what the organization expects of you?  
How would you describe leadership communication overall?  
Do you believe your ideas and suggestions are valued?  
What accomplishment are you most proud of so far?  
What other projects are you interested in working on?  
Can you give me an example of some type of change you’ve recommended that’s been implemented?  
In retrospect, what could we have done differently in terms of setting your overall expectations appropriately for working in our company, and for your job specifically?  
How accurately was your role described to you during your first 90 days? (i.e., Are you doing what you expected you will be doing?)  
How satisfied are you with the initial training that you have received for your new role?  
How likely are you to remain at this organization for the next two years?  
How can we improve the onboarding experiences? |

Adapted from Effective Onboarding Should Last for Months and The Essential Guide to Employee Experience Surveys. Full citations can be found at [https://longwoodgardens.org/education/longwood-fellows-program](https://longwoodgardens.org/education/longwood-fellows-program).