**New Employee Survey – Day 1**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. I work for:
2. Chief Financial Officer
3. Chief Information Officer
4. Office of Communications
5. Congressional, Legislative and Intergovernmental Affairs
6. Employee Services
7. Equal Employment Opportunity
8. Executive Secretariat
9. Facilities, Security, & Contracting
10. Federal Investigative Services
11. Human Resources Solutions
12. Merit System Accountability & Compliance
13. Office of the Director
14. Office of General Counsel
15. Office of Inspector General
16. Planning & Policy Analysis
17. Retirement Services
18. Healthcare & Insurance
19. Office of Diversity & Inclusion
20. Unsure
21. My work location is:
22. Washington, DC
23. Boyers/Slippery Rock, PA
24. Field Location

HIRING PROCESS

1. I was attracted to this position by a Federal recruitment effort (Note: please do not answer if USAJOBS was the only way that you heard about this position.):
   1. career fair
   2. OPM recruiter
   3. OPM flyer
   4. employee
2. The job/vacancy announcement I applied for was clear and understandable.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. I received information about the status of my application at each of the 4 notification points throughout the hiring process.
   1. Application/resume was received Yes No
   2. Application/Resume was assessed Yes No
   3. Application/resume was referred Yes No
   4. Tentative job offer was made Yes No
2. OPM interviewers were professional and knowledgeable about the agency.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. OPM’s human resources contact was professional, knowledgeable, and helpful in the hiring process.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. The length of time between when *I submitted my application* and when *I first heard from the OPM* was reasonable.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. The length of time between *submission of my application* and *when I received a job offer* was reasonable.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

AFTER YOU ACCEPTED BUT BEFORE YOUR FIRST DAY ON THE JOB

1. I was satisfied with the support and information I received before my first day on the job.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. The information sent to me before my first day helped me know what to expect, where to go, and other key information needed on the day I reported to work.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. Someone from my work unit contacted me in advance of my first day and made me feel welcome.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. I had a helpful, knowledgeable point of contact for my questions before I reported to work.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. Overall, I was satisfied with the hiring process.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

BRANDING

1. Before I applied for this job, I was familiar with OPM and its work.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

ORIENTATION

1. In the orientation session, clear information was provided regarding:
   1. OPM’s mission Y N
   2. The role OPM plays in the Federal government Y N
   3. Key personnel policies

(e.g., equal opportunity, sexual harassment, etc.) Y N

* 1. Employee benefits Y N
  2. Work life programs Y N
  3. Information services/IT Security Y N
  4. Security and emergency actions Y N

1. I know where to go to get additional assistance on personnel matters, benefits, and paperwork following my first day on the job.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. I am satisfied with the overall orientation that I have received today.

5=Strongly Agree 1= Strongly Disagree

5 4 3 2 1

1. What was your motivation for choosing or accepting this position?
2. What should be our top priority for improving our recruitment, hiring, and/or orientation process?
3. Please share any additional feedback or recommendations you may have to improve OPM’s hiring and/or orientation processes.

Attachment 2

jFY20XX NEW EMPLOYEE SURVEY DAY 90

**\*1. I work for:**

mlj

Chief Financial Officer

mlj

Chief Information Officer

mlj

Office of Communications

mlj

Congressional, Legislative and Intergovernmental Affairs

mlj

Employee Services

mlj

Equal Employment Opportunity

mlj

Executive Secretariat

mlj

Facilities, Security, & Contracting

mlj

Federal Investigative Services

mlj

Human Resources Solutions

mlj

Merit System Accountability & Compliance

mlj

Office of the Director

mlj

Office of the General Counsel

mlj

Office of the Inspector General

mlj

Planning & Policy Analysis

mlj

Retirement Services

mlj

Healthcare & Insurance

mlj

Office of Diversity & Inclusion

mlj

Unsure

**\*2. I work in:**

mlj

Washington, DC

mlj

Boyers, PA

mlj

Field Location

mlj

Prefer not to disclose

FY20XX NEW HIRE 90 DAY SURVEY

**YOUR FIRST DAY AT YOUR DESK OR WORKSPACE**

**1. I was welcomed by a sponsor. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**2. On my first day, my workspace was organized and I had everything that I needed to start working (or knew where to get it). (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**3. My workspace was clean, functional, and ready for occupancy. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**4. My IT equipment (computer, email access) was ready for use. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**5. Telecommunications (including phone and voice mail set­up) were ready for use. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**6. My manager/supervisor was prepared for my arrival. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**7. I was welcomed to my office and introduced to the people on my work team. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

FY20XX NEW HIRE 90 DAY SURVEY

**YOUR FIRST WEEK ON THE JOB**

**1. I was assigned meaningful work/training during my first week on the job.**

**(5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**2. I knew where to go to get questions about my work answered. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**3. My supervisor provided me with a clear and concise explanation of my duties and job expectations.**

**(5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

FY20XX NEW HIRE 90 DAY SURVEY

**YOUR FIRST MONTH ON THE JOB**

**1. My supervisor quickly integrated me into the team.**

**(5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**2. The performance management system was clearly explained to me. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**3. I received initial training to help me understand internal systems, general operating practices, and other information needed to perform my job.**

**(5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

FY20XX NEW HIRE 90 DAY SURVEY

**YOUR FIRST 90­DAYS ON THE JOB**

**1. I received additional training to help me understand internal systems, general operating**

**practices, and other information needed to perform my job. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**2. My supervisor has provided on­going feedback about my performance. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**3. My supervisor checks with me regularly to answer any questions I may have. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**4. The job expectations as described in the job posting and interview process are consistent with what I am currently doing.**

**(5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**5. I am held accountable for my performance. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**6. OPM's mission and my role in achieving mission accomplishment have been reinforced. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**7. I am satisfied with the overall orientation that I have received. (5=Strongly Agree/1=Strongly Disagree)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Rating | nmlkj | nmlkj | nmlkj | nmlkj | nmlkj |

**8. What should be our top priority for improving our orientation process?**

5

6

FY20XX NEW HIRE 90 DAY SURVEY

**9. Please share any additional feedback or recommendations you may have to improve OPM's hiring and orientation processes.**

