# New Hire Survey

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | Date of Hire: |  |
| Date of Training: | |  | Primary Instructor: |  | | |

## Please rate the following information on a scale of 1 to 5, with 5 being “strongly agree” and 1 being “strongly disagree”.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Orientation was appropriately scheduled in order to prepare me for work. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The topics covered during this training were relevant and useful. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Instructors did a good job at making everyone feel welcome. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Company policies were explained thoroughly. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| I have a good understanding of the pay and benefits structure. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Instructors provided adequate resources for training. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| I had an opportunity to meet key players within the company. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Adequate time was spent showing students the different features of each type of forklift. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Each person was able to spend enough time driving a forklift to become comfortable at it. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The right safety precautions were taken while training on equipment. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| There was an adequate instructor-to-student ratio. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The equipment provided for orientation training was working properly and appeared to be well maintained. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The length of the training was appropriate. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Questions were answered in a timely manner. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Instructors were knowledgeable about their subject matter. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| As a result of undergoing orientation training, I now have a more positive attitude about working for this company. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |

What part of the orientation training did you find most useful? Why?

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What part of the orientation training did you find least useful? Why?

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Were there any topics that should have been included but were not?

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What changes would you recommend for future classes?

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