

From the author, [Sophia](#): This is a template you can use for getting onboarding feedback to improve the process for future new teammates. Use this template as a starting point. Use Google Forms, another survey software, or even just an email/Slack message to ask these questions. I'd recommend doing this check-in around their one month mark .

# Onboarding Check-In

**Highlights.** What are things you enjoyed about onboarding?

**Lowlights.** What are things you thought could be better about your onboarding, so far?

**Measurement.** Capture answers in a survey or here:

Ratings:

- 1: Strongly disagree
- 2: Disagree
- 3: Neutral
- 4: Agree
- 5: Strongly agree

| Topic                                                                                                                                                                                                                                                | Rating |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| How would you rate your overall onboarding? <ul style="list-style-type: none"><li>- 1: Not very good</li><li>- 2: Alright</li><li>- 3: Average</li><li>- 4: Good</li><li>- 5: Excellent: can't think of anything that could make it better</li></ul> | [1-5]  |
| I am confident in deploying code to production.                                                                                                                                                                                                      | [1-5]  |
| I have a good understanding of our tech stack.                                                                                                                                                                                                       | [1-5]  |
| I feel familiar with the codebase.                                                                                                                                                                                                                   | [1-5]  |
| I am familiar with our team norms.                                                                                                                                                                                                                   | [1-5]  |
| I understand the company's values and goals.                                                                                                                                                                                                         | [1-5]  |
| I understand my team's vision, mission and goals.                                                                                                                                                                                                    | [1-5]  |
| I understand my role and what is expected of me.                                                                                                                                                                                                     | [1-5]  |
| I feel supported in my role.                                                                                                                                                                                                                         | [1-5]  |

**Improvement opportunities.** What are things that you feel could make your first month better?  
**Other comments.** Anything else to add? We appreciate all your thoughts related to onboarding.