

**New Employee Onboarding
Six Month Evaluation
Page 1**

It has been several months since you began employment with the University. You have been presented with information on the University's culture, mission, vision, values, policies, procedures and benefits. You've attended new employee orientation and perhaps other employee development training.

Your feedback on your onboarding experience at the University is important to us. Please complete both pages of this evaluation and mail or email it to HR King Bldg/Rm. 222C.

Page 1: Please indicate **Yes (Y) or No (N)** for each statement.

Page 2: Answer the questions in the space provided. Use the rating scale to provide your overall opinion of how well the University implemented the new employee onboarding process. Please include your name on the evaluation.

How do you feel about your experience?

_____ I feel eager to begin work.

_____ I feel welcomed at UNC Charlotte.

_____ I work in a friendly and supportive environment.

_____ I feel engaged and productive in my work.

What do you now know about the University and your job?

_____ I received essential information about the University's culture, mission, vision and values.

_____ I received information in a timely manner.

_____ I know what is expected of me by my supervisor.

_____ I know what is expected of me by my coworkers.

_____ I know what my performance expectations are.

_____ I understand my job responsibilities.

_____ I understand the purpose of my job.

_____ I understand how my job fits into the mission of the University.

_____ I have the essential supplies, equipment, and support to do my job or know where to find them.

_____ I understand the University's policies on workplace harassment, illegal drugs, alcohol abuse and secondary employment.

_____ I understand the University's policies and procedures concerning performance and personal misconduct and the grievance policy.

_____ I regularly use my SPA or EPA handout as a reference guide to understanding the University's policies and procedures.

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Page 2**

1. What were the most helpful activities or information covered during your first six months with the University?

2. What activities or information do you feel was not helpful or not needed?

3. What suggestions do you have for improvement?

4. What other comments do you have about your onboarding experience?

5. What overall rating would you give your onboarding experience? Please circle.

Poor(1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
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6. Name (Optional) _____

7. Department (Optional) _____

8. Month Hired _____