

## **Evaluation of Juniata College's New Employee Orientation Program**

*Please complete the following questions to the best of your ability. We ask that you answer honestly and as completely as possible. Please return this to Gail Ulrich in Human Resources upon completion.*

Do you understand Juniata's mission? If so, was it because of orientation or some other factor (what was your resource for learning the mission)?

How would you summarize your department's outlook regarding customer service?

Was ample time provided in order to review and fully understand your benefits options?

Which items during orientation were not helpful or what could have been addressed at a later time?

What was not covered that would have been useful for your first day/week at Juniata?

With whom did you go to lunch on your first day? Are you still in touch with him/her?

Have you been informed who your mentor will be? If so, have you had any contact with him/her this week?

Did you have a goal-setting meeting with your supervisor? If not, when is it scheduled to be held?

Whom should you contact if you have questions about Payroll? Benefits?

**Please rate the following questions that pertain to Juniata's orientation program.**  
**1= not covered, 2= weak, 3= average, 4=good, 5=excellent**

- \_\_\_\_\_ Guided tour of your department
- \_\_\_\_\_ Guided tour of the campus
- \_\_\_\_\_ Quality of written materials provided for orientation
- \_\_\_\_\_ Amount of written materials given prior to day one
- \_\_\_\_\_ Presentation of written information (HR)
- \_\_\_\_\_ Presentation of written information (Supervisor)
- \_\_\_\_\_ Presentation of verbal information (HR)
- \_\_\_\_\_ Presentation of verbal information (Supervisor)
- \_\_\_\_\_ Information about important policies and procedures
- \_\_\_\_\_ Benefits information
- \_\_\_\_\_ Training – phone, computer, office machines, if applicable
- \_\_\_\_\_ Objectives of the orientation were made clear and completed as such
- \_\_\_\_\_ Job responsibilities were explained thoroughly (HR)
- \_\_\_\_\_ Job responsibilities were explained thoroughly (Supervisor)
- \_\_\_\_\_ Time allotted to have questions and issues addressed
- \_\_\_\_\_ Access to desk supplies was discussed, if applicable
- \_\_\_\_\_ Meeting with the President

**Comments or Suggestions not touched upon in this evaluation:**