

## Faculty Evaluation of Human Resources New Hire Orientation.

*Please complete the following questions to the best of your ability regarding your experience with the New Hire Orientation provided by Human Resources. 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)?

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?

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**

- \_\_\_\_\_ Quality of written materials provided for orientation
- \_\_\_\_\_ Presentation of written information (HR)
- \_\_\_\_\_ Presentation of verbal information (HR)
- \_\_\_\_\_ 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
- \_\_\_\_\_ Time allotted to have questions and issues addressed
- \_\_\_\_\_ Access to desk supplies was discussed, if applicable

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