**Intern Onboarding Survey**

Dear Intern,

We would love to hear about your experience over the past couple of months regarding the selection process and your first day with us. The survey is anonymous and this information will be used to further enhance and improve our internship. Your candid feedback is greatly appreciated.

**GENERAL QUESTIONS**

1. Please rank the following in the order of their importance to your selection of an internship, with 1 being the most important and 9 the least important:
   * Agency size
   * Agency’s work
   * Type of project you will be working on
   * Relevance to your future career
   * Ability to receive school credit for internship
   * Monetary compensation
   * Potential for future employment
   * Networking opportunities
   * Mentorship
   * Work environment (culture)
   * Interest in state government work
   * Flexible work hours
   * Commute time

Other (please specify):

1. How did you learn about this state internship?
   * School career fair
   * Career Services Office at your school
   * Website search
   * Individual agency website
   * Agency visit to school
   * Peer recommendation

Other (please specify):

1. What year are you in at school:
   * Freshman
   * Sophomore
   * Junior
   * Senior
   * 1st year graduate school
   * 2nd year graduate school
   * 3rd year graduate school
   * 4th year graduate school
   * 5th year graduate school

Other (please specify):

1. What is your gender identification?
   * Female
   * Male
   * Other
   * Prefer not to respond
2. What school do you attend?
   * Please specify
3. What is your major?
   * Please specify

**HIRING PROCESS**

* 1. The job/vacancy announcement was clear and understandable.

Yes/No/ Not applicable

* 1. I was able to obtain information about my application status at each of the four notification points throughout the hiring process.

Application/resume was received

Yes/No

Application/resume was assessed

Yes/No

Interview was scheduled

Yes/No

Tentative job offer was made

Yes/No

3. Agency interviewers were professional and knowledgeable about the agency.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

4. The agency’s human resources contact was professional, knowledgeable, and helpful in the hiring process.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

5. The length of time between when I submitted my application and when I first heard from the agency was reasonable.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

6. The length of time between submission of my application and when I received an internship offer was reasonable.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

1. Organization and scheduling of your interviews was good.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

8. Overall, I was satisfied with the hiring process.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

**BRANDING**

1. Before I applied for this job, I was familiar with this agency and its work.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

2. I found the agency’s web-site easy to use and informative.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

**AFTER YOU ACCEPTED THE INTERNSHIP, BUT BEFORE FIRST DAY OF INTERNSHIP**

1. I was satisfied with the support and information I received before my first day on the job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

2. The information sent to me before my first day helped me know what to expect, where to go, whom to contact with questions before my first day and other key information needed on the day I reported to work.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

3. I had a helpful, knowledgeable point of contact for my questions before I reported to work.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

**YOUR FIRST DAY ON THE INTERNSHIP**

1. In the orientation session, clear information was provided about:

a. Agency mission

Yes/No/Not applicable

b. The role the agency plays in the state government

Yes/No/Not applicable

c. Agency organizational structure

Yes/No/Not applicable

d. How I contribute to accomplishment of the agency’s mission.

Yes/No/Not applicable

2. The information I received on ethics and key personnel policies (e.g., professional work place, discrimination and harassment free workplace, etc.) was clear and helpful.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

3. I knew where to go to obtain additional assistance on personnel matters, benefits, and paperwork following my first day on the job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

4. The agency was prepared for my arrival and I received appropriate credentials for building access on the first day of my job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

5. Was the person presenting the information during orientation able to answer your questions?

Yes/No/Not applicable

6. Was your mentor/supervisor present on your first day of work?

Yes/No/Not applicable

7. Were you taken on a workplace tour of the office building and/or facilities?

Yes/No/Not applicable

8. Were you introduced to co-workers working in the same location?

Yes/No

9. Were you shown the following:

* 1. Restrooms

Yes/No/Not applicable

* 1. Conference Room

Yes/No/Not applicable

* 1. Supply Cabinet

Yes/No/Not applicable

* 1. Copier/Fax

Yes/No/Not applicable

* 1. Emergency exits and evacuation plans

Yes/No/Not applicable

10. Were you given a copy of your Job Description?

Yes/No/Not applicable

11. Overall, you were satisfied with the first day new hire orientation.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

12. I was satisfied with the welcome you received from your department?

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

13. My manager/supervisor was prepared for my arrival

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

14. On my first day, my workspace was organized and I had everything that I needed to start working (or knew where to get it).

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

15. My workspace was clean, functional, and ready for occupancy.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

16. My IT equipment (computer, email access) was ready for use.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

17. Telecommunications (including phone and voicemail set-up) were ready for use.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

18. I received an explanation on the procedure for receiving technical support?

Yes/No/Not applicable

19. I was satisfied with the necessary tools (computer, phone, etc.) provided to complete my job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

**YOUR FIRST WEEK ON THE INTERNSHIP**

1. I was assigned meaningful work/training during my first week on the job.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

2. I knew where to go to get questions about my work answered.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

3. My supervisor provided me with a clear and concise explanation of my duties and job expectations.

1= Strongly Disagree 5=Strongly Agree

1 2 3 4 5 Not applicable

**OPEN ENDED QUESTIONS**

1. What was your motivation for choosing or accepting this position?

2. What should be our top priority for improving our recruitment, hiring, and orientation process?

3. Please share any additional feedback or recommendations you may have to improve the agency’s hiring and orientation processes