



Discussion Form

- Use these sample questions for formal onboarding discussions

Employee Name	Employee Title	Manager Name	Mentor Name	Date of discussion
Questions For New Hire / Comments		Questions From New Hire	Concerns About New Hire	
How did your orientation go this week? Comments:				
What has been the best and most challenging part of the job for you so far? Comments:				
Is there anything we could be doing better for you? Comments:				
What additional questions can I answer for you at this time? Comments:				
Do you feel welcomed and part of the team? Comments:				
Do you have concerns about anything so far? Comments:				
How am I doing for you so far? Are you getting the support you need? Comments:				
What has been the most challenging part of the job so far? Comments:				
Is there anything that you need from me? Comments:				
Is there anything we could have done better for you? Comments:				
What is going well? Comments:				

<p>Do you have an understanding of our agency strategies and our objectives? Comments:</p>		
<p>Do you feel like you are developing the knowledge/skills to do your job? Comments:</p>		
<p>Has the agency met your initial expectations? Comments:</p>		
<p>What are you finding the most rewarding? Where have you been the most successful? Comments:</p>		
<p>How did your job shadowing/observations go? Comments:</p>		
<p>How are your meetings going (business unit rotations) with the other divisions/departments? What are you learning? How can you apply it? Comments:</p>		
<p>What are your largest accomplishments thus far? Comments:</p>		
<p>What have been your largest challenges? Comments:</p>		
<p>How is your training/onboarding going? Comments:</p>		
<p>Is there anything that needs more explanation? Comments:</p>		
<p>What additional questions can I answer for you at this time? Comments:</p>		
<p>On a % basis, what do you feel is your current level of productivity (100% is fully productive)? Comments:</p>		
<p>Additional questions you added....</p>		