FREE PACK · INSIGHTS

New-hire check-in question sheet

Seven areas of questions for a new-starter survey or check-in, and a follow-up conversation record.

Part 1: the questions

Use as the outline for a new-starter questionnaire, or as a guide for a check-in conversation at around eight to twelve weeks. Tick the questions you will use.

Area	Example questions	Use
About you, and why you joined	Which department or team do you work in? How did you first hear about the job? What most attracted you to the organisation? (choose one)	
Your recruitment	I was kept informed about how long the process would take. The job description was accurate. The interviews felt relevant to the job. Overall, how would you rate your recruitment experience?	
Your induction	My manager met me on my first day. I had the equipment I needed from day one. Someone explained how to claim expenses. Overall, how would you rate your induction?	
Your expectations	How closely does the job match what you expected before you joined? How closely does the organisation match what you expected?	
Set up to succeed	I am clear about what I need to deliver in my first year. I understand how my performance is measured. I receive regular feedback from my line manager. My line manager and I have agreed a development plan. I meet my line manager as often as I would like.	
Your intentions	Which best describes you? I want to build my career here / I am undecided / I am unhappy and looking at alternatives / This job was always temporary for me / Circumstances outside my control mean I may have to leave. How long do you expect to stay?	
Final thoughts	What do you enjoy most about the job? What do you like least? What one thing would most improve your performance?	

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Part 2: the follow-up conversation

New starter	Start date	Conversation date	Held by

Before you start

- Say who will see your notes, and that nothing goes to their manager without their agreement
- Read their answers and comments first; note anything that was not as they expected

The three things that have helped most so far

The three things that have got in the way most

Expectations

What is different from what you expected? What, if anything, should we tell the next person we recruit?

The one thing

If we could do one thing to help you do well here, what would it be? How would it help?

What we agreed

Action	Who	By when	Done

Manager involved?

Only with their agreement. Yes / No

Check-back date

We suggest within four weeks.

Share themes, not names, so patterns across teams can be seen.

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Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."
Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."
Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."
Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."
New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."
Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."
Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."
A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."
Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."
Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

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