

# Employee Onboarding Implementation Questionnaire



## Introduction

This questionnaire is intended to determine high level onboarding process requirements. The answers to these questions will help inform the design and timelines for the implementation.

### Volume

Question	Response
Number of workers by country (employees, contractors)	
Number of hires per month (employees, contractors)	
Number of terminations per month (employees, contractors)	
Systems in use - HR, ATS	

### Onboarding Questionnaire

Question	Response
Describe your current onboarding process. When and what initiates the onboarding process e.g. when an employee is hired in ATS or HRIS, a hiring manager submits a form, etc. What's working well and what would you like to change?	
Who are all the participants in the onboarding process e.g. HR, IT, Manager, Facilities, others? When and how do all the participants get involved in the process? What's working well and what would you like to change?	
What does your pre-boarding process look like? This could involve communication with the new hire before they join. Do you have a need to contact them for information such as laptop preference, shipping address, t-shirt size, etc? If yes, how do you do that today?	

**Question**

**Response**

How do you get visibility into the status of a new hire's onboarding? Provide response from the perspective of HR, New Hire, Hiring Manager.

Are there any regulatory or compliance requirements e.g. required audit trails, approvals, etc for certain tasks? What are typical process times for onboarding? For example, are most hires planned or do you have the need for immediate hiring?

Do you run into any of these scenarios? New hire start date is well into the future, needs delayed onboarding Change to new hire e.g. start date may change Describe any other scenarios and how you would like them to be handled.

Where do you spend most time? What are the repetitive tasks you would like to see automated? Provide response from the perspective of HR, New Hire, Hiring Manager, IT.

What are other challenges you face with the onboarding process? Provide response from the perspective of HR, New Hire, Hiring Manager, IT.

## Offboarding Questionnaire

### Question

### Response

Describe your current offboarding process. When and what initiates the offboarding process e.g. when an employee is terminated in HRIS, a hiring manager submits a form, etc. What's working well and what would you like to change?

Who are all the participants in the offboarding process e.g. HR, IT, Manager, Facilities, others? When and how do all the participants get involved in the process? What's working well and what would you like to change?

What does your post-offboarding process look like? This could involve communication with the former employee after they leave.

How do you get visibility into the status of an employee's offboarding? Provide response from the perspective of HR, New Hire, Hiring Manager.

**Question**

**Response**

Are there any regulatory or compliance requirements e.g. required audit trails, approvals, etc for certain tasks? What are typical process times for offboarding? For example, are most terminations planned or do you have the need for immediate terminations?

Do you run into any of these scenarios? Termination date is well into the future, needs delayed offboarding Changes to termination e.g. termination date may change Describe any other scenarios and how you would like them to be handled.

Where do you spend most time? What are the repetitive tasks you would like to see automated? Provide response from the perspective of HR, New Hire, Hiring Manager, IT.

What are other challenges you face with the offboarding process? Provide response from the perspective of HR, New Hire, Hiring Manager, IT.