



# Bowling Green State University New Employee Orientation

## CHECKLIST EVALUATION & FEEDBACK FORM

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions:** Your thoughtful reactions to and comments on the quality, content, and benefit of the *Department Orientation Checklists* and the overall orientation process are greatly appreciated. Please use this form to provide constructive feedback that will help the Office of Human Resources improve the New Employee Orientation system. Please indicate your responses.

### CHECKLISTS

Great - High - Moderate - Some - None

	5	4	3	2	1	NA
1. Degree of preparedness/organization (order of information)	5	4	3	2	1	NA
2. Communication (clear, well explained Goals, expectations, and instructions)	5	4	3	2	1	NA
3. Pacing (even, easy to follow, able to stay within guidelines)	5	4	3	2	1	NA
4. Clear, accurate, and applicable information	5	4	3	2	1	NA
5. Helpful to department orientation processes	5	4	3	2	1	NA
6. Materials were received in a timely or convenient manner	5	4	3	2	1	NA
7. The degree to which your own expectations were met.	5	4	3	2	1	NA
8. The degree that the materials apply to you and your department	5	4	3	2	1	NA
9. Items were presented in an appropriate sequence	5	4	3	2	1	NA

10. If you rated any item with a 1 or 2, please indicate ways to improve:

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**Please see reverse for more questions .**

11. What suggestions do you have that would have made the checklists more valuable to you?

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12. What limitations or barriers do you see at your workplace that may prevent or discourage you from using the checklists?

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13. Other suggestions, comments, or concerns:

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