
Name & Department

Mark Forster
Sales Department (New York)
mark.forster@apple.com

Onboarding Check-In [Name]

Date: 5th September 20XX

WELCOME

- How was your day so far?

ONBOARDING REVIEW: POSITIVES

- How has your start been so far?
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- Is there anything you particularly liked?
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- What should we keep doing?
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ONBOARDING REVIEW: TO IMPROVE

- How welcome have you felt so far and why?
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 - How can we improve the onboarding process for new hires?
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 - In which areas have you had the most questions in the last few days? How did you answer these questions?
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ONBOARDING REVIEW: NEXT STEPS

- What goals do you want to achieve in the coming weeks?
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- Are there any areas where you need additional information or resources?
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CLOSING

- Once again, welcome to our company.
- We appreciate your willingness to help us improve our processes.
- What else should we ask in such Onboarding Interviews?
- Is there anything else on your mind?