

Onboarding working learners:

Sample welcome survey questions

Key details

- What would you like to be called?
- Pronouns
- Would you like your pronouns on your name tag? (*if applicable to your team*)
- Birthday
- Cell phone number
- Allergies? Other Dietary Restrictions?
- Emergency contact name, relation, and phone number
- Are you comfortable being in a [group text/GroupMe/Slack] with work teammates?
- Shirt Size (*if applicable to your team; if office-branded clothing is provided*)

Tips for using:

- Have working learners complete on their first day; support them doing this on *work/paid time*.
- Use a Google Form for easy sharing and collecting of answers in one place for future reference.
- Customize to the team. This is not an exhaustive list – only samples. Choose thoughtfully.
- Only ask questions that you'll use the answers to.

Your goals

- What is a short term goal you would like to accomplish while working here?
- What is a long term goal you would like to accomplish while working here?
- What skills, competencies, or knowledge would you like to gain from working here?
- Which *three* of [these](#) career-readiness skills would you like to improve the *most* this year?
- What types of tasks or projects are you most excited to work on?

Supporting you

- What's the best way I can help you balance your work, academic, and personal responsibilities?
- How would you prefer to receive feedback about the work you do (written, in person, etc.)?
- What qualities or behaviors do you think make an *effective* supervisor? / What qualities or behaviors do you think make an *ineffective* supervisor?
- How can I best support you when you're feeling stressed?
- What type of work environment helps you thrive? What motivates you to do your best work?
- What energizes you at work? / What stresses you out at work?
- How do you typically handle stress?
- What do you need from me to be successful this year?
- What are your workplace languages of appreciation in order? (*share a resource like [this](#)*)
- What's the best way to communicate with you (email, text, in person, etc.)?
- Are there any specific accommodations or support you need to succeed in this role?

Extras

- You've earned your degree and received an offer from your dream job on the same day. What is the job?
- What are your hobbies or interests outside of work?
- What's your go-to comfort food or favorite snack?
- Favorite color(s)
- Send me a link to the last interesting article you read.
- Do you have any quirks, intricacies, or fun facts you would like me to know?
- Is there any other information that you want me to be aware of?