

## Culture Mini-Audit: New Employee Feedback

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One of the more telling measures of corporate culture is its timely penetration with new employees during and following their on-boarding with the firm. Integrity Associates offers this abbreviated culture audit tool free to companies wishing to both measure the effectiveness of their on-boarding efforts, and management's follow-through in anchoring cultural components for maximum new employee engagement.

### **Administration:**

It is recommended that this tool be administered in an anonymous fashion to all employees within their first year's tenure with the company, *but no sooner than 60 days after their date of hire*. As with all surveys and 360 feedback initiatives, *total anonymity and confidentiality must be assured and guaranteed*.

Feel free to adapt the content to your own internal survey format, so long as the integrity of the questions and measurement scale is maintained.

1. Clear and forceful communication of the company's vision and values was a prominent feature of new employee orientation.	<b>Positive Impression</b>	<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		
	1	2	3	4 5
2. My job responsibilities were clearly communicated to me up-front; I haven't needed to spend much time guessing what all I'm expected to accomplish in this position.	<b>Positive Impression</b>	<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		
	1	2	3	4 5
3. The importance of my role in the success of the team or project was thoroughly expressed in my work unit when I first came on board.	<b>Positive Impression</b>	<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		
	1	2	3	4 5
4. The team or project's priorities and strategies were thoroughly communicated and explained on the front end so I could quickly become an effective team member.	<b>Positive Impression</b>	<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		
	1	2	3	4 5
5. The team or project's priorities and strategies are updated in a timely and effective manner so I don't spend time feeling I'm "out	<b>Positive Impression</b>	<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		
	1	2	3	4 5

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6. Clear work standards and success measures have been thoroughly communicated so I can effectively gauge my efforts and progress	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
7. Sufficient time and effort were expended introducing me to other employees and making it easy for me to fit in with the group.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
8. Supervisors and managers spend significant time providing resources and removing obstacles to accomplishing tasks the team is charged with.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
9. I haven't needed to spend a lot of time wondering "who to go to" for help or necessary information.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
10. There is a good balance between printed/electronic communication and information shared face-to-face.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
11. I have a strong sense that the dedication of longer-tenured employees to the company's success, largely springs from a sense of pride in the brand and product line.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
12. When team and project milestones are achieved, leaders take time to celebrate and share credit for the accomplishments.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
13. Training and outside learning opportunities were clearly communicated to me as a part of my orientation when I first came on board.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
14. I get a strong impression that I am expected to grow with this company. Advancement opportunities were clearly communicated to me by HR.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5

15. Likewise, advancement expectations and opportunities are communicated by my immediate supervisor.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
16. Training and outside learning opportunities are routinely promoted in my work unit.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
17. I feel my supervisor already has a good assessment of my strengths, and actively looks for ways to use them in achieving team goals.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
18. The company keeps us well informed of mission progress; my team spends a minimum of work time second-guessing the organization's direction, motives and methods.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
19. Initiative is respected; I'm allowed to take a wide range of actions without having to seek direct approval of a superior.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
20. "Excellence" as a company value is demonstrated by encouraging newcomers to freely contribute their ideas for doing things better. I don't feel I'm "too new here" to make positive contributions.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
21. Quality and customer service is everybody's job, and not just relegated to the departments that "fix customer problems."	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
22. Vision and values are a source of pride with managers, and are frequently referenced in their decision-making processes.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
23. The company value of "respect" means that ideas and input are solicited and honored, without distinction of the tenure, age, rank, gender or ethnicity of the contributor.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
24. I feel the company's values are not just talk, but represent what actually gets recognized and rewarded in employee behavior.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5

25. Managers and supervisors mainly use positive means of motivating high performance, and don't often resort to fears of loss, lay-off, etc.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
26. Informal feedback is given regularly and even-handedly by my supervisor, so I'm not very apprehensive about the formal employee evaluation system.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
27. The employee Code of Conduct has been thoroughly communicated in a manner that trusts employees' best intentions and motives.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
28. The company has created a climate that's open and candid for raising and discussing ethics issues with managers and co-workers.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
29. I would describe this company as a "high integrity organization."	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
30. The company values its presence in the community and promotes ways that employees can contribute to the community in the company's name.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
31. A high level of employee dedication to mission is expected, but the company also respects employee family obligations and work/life balance.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
32. Examples of superior employee performance and attitude are routinely affirmed and rewarded.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5
33. Poor performance is effectively addressed and not allowed to be a drain on team morale.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5

34. I feel confident taking initiative and risks; mistakes are treated as a tool for learning, rather than occasions for ridicule and blame.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5

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35. I trust that managers are fair and have good judgment of job performance; I'm confident top performers have the best chance for advancement.	<b>Positive Impression</b>		<b>No Impression Yet</b>	<b>Negative Impression</b>	
	Strong	Weak		Weak	Strong
	1	2	3	4	5

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*Please email us with feedback regarding the tool's effectiveness with your firm. We welcome any suggestions for improvement.*