Onboarding survey email

A short pulse at the end of week one, a fuller survey at 30 days and a final one at 90 days. Send on a weekday morning, not on the employee's day off.

END OF WEEK ONE

Subject: How was your first week?

Hi [First Name],

You've made it through your first week at [Company]. We'd like to know how it went, while it's fresh.

Five quick questions, about two minutes: [Survey Link]

We're asking about the process, not about you: did your equipment work, did training make sense, did you know where to go. Your answers go to the HR team and are shared with managers only as group results.

Thanks,
[HR Contact Name]
[Title], [Company]

30 DAYS

Subject: One month in: tell us what's working

Hi [First Name],

It's been a month since you joined as [Job Title]. We'd value your honest view of onboarding so far, including what we should fix for the next group of new hires.

The survey takes about five minutes: [Survey Link]

It closes on [Close Date]. Responses are confidential and reported in groups of [Minimum Group Size] or more.

Thanks for helping us get better at this,
[HR Contact Name]

90 DAYS

Subject: Your 90-day check-in survey

Hi [First Name],

You're three months in. This is the last of our onboarding surveys, and it focuses on whether the job matches what you expected and whether you have what you need to do it well.

[Survey Link] (about five minutes, closes [Close Date])

If there's something you'd rather talk about than write down, reply to this email and I'll set up a time.

[HR Contact Name]
[Title], [Company]

FRONTLINE / REMINDER

Subject: Reminder: 2 minutes on your first weeks

Hi [First Name],

Quick reminder: we'd like your feedback on your first weeks at [Site Name]. It's five questions and works on your phone: [Survey Link]

You can also fill it in on the break-room tablet. It closes [Close Date].

Thanks,
[HR Contact Name]

SUBJECT LINE IDEAS

- How was your first week?
- One month in: tell us what's working
- Your 90-day check-in survey
- 2 minutes on your first weeks at [Company]
- Help us improve onboarding
- Reminder: 2 minutes on your first weeks
- What should we fix for the next new hires?

SMS / WHATSAPP VERSION

Hi [First Name], how were your first weeks at [Company]? Five quick questions, about 2 min: [Survey Link]. Your answers are confidential. Thanks, [HR Contact Name]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Site Name], [Survey Link], [Close Date], [Minimum Group Size], [HR Contact Name], [Title]