

59 Questions Your New Employee Needs You to Answer

An Onboarding Guide

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Good employee onboarding can increase new hire productivity and retention by up to 70%. But some businesses are doing employee onboarding so badly that new hires change their minds about the job in the first 30 days....sometimes before they even start.



Here are the 59 questions your new hire needs you to answer:

Bucket #1: What will the first day look like?

1. When should I arrive?
2. Where do I report on the first day when I arrive?
3. Who do I call if I'm running late?
4. What should I wear?
5. What do I need to bring with me?
6. Will I be provided with a computer, phone, office supplies, etc.?
7. Should I bring lunch or do people eat out?
8. What will my first day involve?

Bucket #2: How does everything work?

9. When and how do I get paid?
10. What expenses am I allowed and how do I claim them?
11. What benefits do I get?
12. What's the process if I'm sick?
13. Can I work from home occasionally?
14. Do I get a laptop, and can I take it home?
15. Will I get in trouble if I answer personal emails or calls?
16. How do I connect to the internet and intranet?
17. What's my email address?
18. Where can I find colleagues' email addresses?
19. Should I use a company email signature?
20. How long do I get for breaks and lunch?
21. Can I eat whenever I want?
22. Can I eat at my desk?
23. Can I leave the office to eat?
24. What in the kitchen is for sharing?

Bucket #3: How do I fit into the big picture?

25. Why does this company exist?
26. What are the company's goals?
27. What are the company's challenges?
28. How does my job relate to those goals?
29. Why does my job matter?

Bucket #4: What do you expect from me?

30. What does winning look like? What are my performance goals for the month/quarter/year?
31. How is performance measured?
32. What happens if I don't meet my performance goals?
33. Where can I get help, if I'm struggling?
34. Can I be involved in setting performance goals?
35. What would exceptional performance look like?
36. What happens if I achieve exceptional performance?
37. Are there any unspoken objectives here?
38. How can I go above and beyond?
39. Who can I ask if I have questions about my job or the company?
40. Who can I talk to if I have a problem or something bad has happened?

Bucket #5: What's the culture like here?

41. What are people like?
42. What's the office like?
43. Which office lingo do people use?
44. What time do people really arrive?
45. What time do people really leave?
46. Will I be judged if I leave on-time?
47. Am I expected to answer emails or calls after hours?
48. What are the unspoken no-no's?
49. Does my boss/the department head/the CEO have any pet peeves I should avoid?
50. Do we celebrate birthdays?
51. Do we have a Christmas party?
52. How should I behave to fit in?

Bucket #6: How will I grow?

53. How do I get promoted?
54. What potential hurdles to promotion are there?
55. What extra responsibilities can I take on?
56. How much training can I expect and when?
57. Can I request extra training?
58. What projects will I work on?
59. What could my career look like in a year/two years/five years?

A few questions for you...

Would you like to systematize your construction business, so there's less chaos?

Would you like to get out of the middle of your business and have it run without you?

What it would be like to have the following in place in your business:

- ✓ *Clearly defined roles and responsibilities for your team*
- ✓ *A process for Nailing the Handoff from the office to your field team*
- ✓ *Documented processes that explain "This is How We Do It"*
- ✓ *Clarity on what your organization will look like in two years, and a plan to get there*

Resources:

Watch our free training webinar: [Get Out of Your Business: Make it Run Without You This Year](#)

Would you like our help to Systematize Your Construction Business? [Apply to work with our team](#)