horizontal line

**Name & Department**

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Onboarding One-on-One [Name]

**Date: 5th September 20XX**

## WELCOME

* **How was your day so far?**

# ONBOARDING REVIEW: POSITIVES

* **How has your start been so far?**
* **Is there anything you particularly liked?**
* **What should we keep doing?**

# ONBOARDING REVIEW: TO IMPROVE

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

# 

# ONBOARDING REVIEW: NEXT STEPS

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

## CLOSING

* **Once again, welcome to [our organization].**
* **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?**