



# 3-Phase Staff Onboarding Surveys

## Best Practice for Invite and Reminder Emails

### Phase One – One Week Invite

From Name: [ Company Name ] - Human Resources or CEO  
From Email: HR\_Onboarding@businessleaderinc.com.au

#### 1 WEEK: INVITE SUBJECT LINE

##### Sample Options:

1. [ first name ] - We value your feedback about your first week at Business Leader Inc...
2. [ first name ], how was your first week at Business Leader Inc?
3. [ first name ], please tell us about your experiences so far
4. [ first name ], how are you getting on?

#### 1 WEEK: INVITE

Hi [ first name ]

Welcome to Business Leader Inc! It's great to have you on board with us and congratulations on your **first week** of employment! I hope that you are settling into your new role.

We value your opinion and would appreciate hearing your feedback on your experience working at Business Leader Inc so far.

Please help us provide a better working environment by taking 10-15 minutes to answer our survey about your initial impressions of us including the recruitment process and your induction experience.

PLEASE NOTE: Your individual survey responses will ONLY be seen by HR and will be treated with the strictest confidence.

If you have any further queries in relation to the survey, please do not hesitate to contact a member of the HR Team:

Name:  
Phone:  
Email:

Thanks for helping make Business Leader Inc a great place to work.

[Please click here to commence survey.](#)

Signed CEO or HR Team

##### **Having trouble with the survey link?**

If this survey link does not work for you when clicked, or has wrapped onto 2 separate lines in your e-mail, please copy and paste the entire link (all characters/numbers) into your browser's address bar, then press enter.

Full survey link: %url%

CONTACT US: phone: +61 2 9232 0172 | web: peoplepulse.com

# EXCEPTIONAL SURVEY SOLUTIONS





# 3-Phase Staff Onboarding Surveys

## Best Practice for Invite and Reminder Emails

### **Phase One – One Week Reminder**

From Name: [ Company Name ] - Human Resources or CEO  
From Email: HR\_Onboarding@businessleaderinc.com.au

#### 1 WEEK: REMINDER SUBJECT LINE

##### Sample Options:

1. [ first name ], Action Required: please complete
2. Quick Reminder: Please tell us what you think
3. Reminder: Your experiences so far
4. Please help by completing our survey

#### 1 WEEK: REMINDER

Hi [ first name ]

Congratulations on your first week of employment at Business Leader Inc!

We recently sent you an email asking for your help to improve our recruitment and induction practices by completing our Onboarding Survey. Our records indicate that we have not yet received a completed response from you.

Please take 10-15 minutes now to complete the survey as it helps us understand what we can do better to support new employees.

[Please click here to commence survey.](#)

Thanks for helping make Business Leader Inc a great place to work!

Signed CEO or HR Team

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### Phase Two – 3 Months Invite

#### 3 MONTHS: INVITE SUBJECT LINE

##### Sample Options:

1. [ first name ], how has your first three months at Business Leader Inc been?
2. [ first name ], we value your feedback about your three months at Business Leader Inc...
3. [ first name ], you have been at Business Leader Inc for 3 months! Please tell us what you think!
4. [ first name ], congrats on your first three months. Please tell us about it.
5. Shape your future, have your say.

#### 3 MONTHS: INVITE

Dear [ first name ]

Congratulations on your first three months of employment at Business Leader Inc. We hope that during this time you have had the opportunity to familiarise yourself with the organisation, developed some good relationships with your colleagues and Management and gained a deeper understanding of your new role.

Your time to complete our onboarding survey helps us understand what we can do better to support new employees. The focus of this survey is different to the first one you completed and asks a different set of questions. Your time to complete this **10-15 minute** Onboarding Survey would be greatly appreciated.

**PLEASE NOTE:** Your individual survey responses will ONLY be seen by HR and will be treated with the strictest confidence.

Congratulations again on reaching this milestone and we look forward to your continued journey at Business Leader Inc.

If you have any further queries in relation to the survey, please do not hesitate to contact a member of the HR Team:

Name:  
Phone:  
Email:

Thanks for helping make Business Leader Inc a great place to work and we hope you are enjoying your experience so far!

[Please click here to commence survey.](#)

Signed CEO or HR Team

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## Best Practice for Invite and Reminder Emails

### Phase Two – 3 Months Reminder

#### 3 MONTHS: REMINDER SUBJECT LINE

##### Sample Options:

1. [ first name ], please give us your feedback about your experience so far with us...
2. Please tell us what you think (quick reminder).
3. Action Required: Please complete survey.

#### 3 MONTHS: REMINDER

Dear [first name ]

Congratulations on reaching your **three months** employment milestone at Business Leader Inc.

We recently sent you an email asking your feedback on your experience so far with us. Our records indicate that you have not yet completed the survey.

The survey will only take a few minutes to complete and your feedback will help us understand what we can do better to support new employees.

[Please click here to commence survey.](#)

Thanks for helping make Business Leader Inc a great place to work!.

Signed CEO or HR Team

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# 3-Phase Staff Onboarding Surveys

## Best Practice for Invite and Reminder Emails

### Phase Three – Six or Nine Months Invite

#### 6 OR 9 MONTHS: INVITE SUBJECT LINE

##### Sample Options:

1. [ first name ], how has your first 6 or 9 months at Business Leader Inc been?
2. [ first name ], we value your feedback about your first 6 or 9 months at Business Leader Inc...
3. [ first name ], you have been at Business Leader Inc for 6 or 9 months! Please tell us what you think!

#### 6 OR 9 MONTHS: INVITE

Dear [ first name ]

Congratulations, you have now been working at Business Leader Inc for **6 or 9 months!** We hope that you're now familiar with the organisation and your role and that you are enjoying working here.

This is our final onboarding survey and we want to stress how much we greatly appreciate you taking the time to help us understand what we can do better to support new employees.

PLEASE NOTE: Your individual survey responses will **ONLY** be seen by HR and will be treated with the strictest confidence.

Congratulations again on reaching this milestone and we look forward to your continued journey at Business Leader Inc.

If you have any further queries in relation to the survey, please do not hesitate to contact a member of the HR Team:

Name:

Phone:

Email:

Thanks for helping make Business Leader Inc a great place to work and we hope you are enjoying your experience so far!

[Please click here to commence survey.](#)

Signed CEO or HR Team

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# 3-Phase Staff Onboarding Surveys

## Best Practice for Invite and Reminder Emails

### Phase Three – Six or Nine Months Reminder

#### 6 OR 9 MONTHS: REMINDER SUBJECT LINE

##### Sample Options:

1. [ first name ], please give us your feedback about your experience so far with us...
2. Please tell us what you think (quick reminder).

#### 6 OR 9 MONTHS: REMINDER

Dear [ first name ]

Congratulations on **6 or 9 months** of employment at Business Leader Inc!

We recently sent you an email asking your feedback on your experience with us so far. Our records indicate that you have not yet completed the survey.

This is the final survey that we request you complete as part of your onboarding process. Your time to complete the survey is greatly appreciated as it helps us understand what we can do better to support new employees.

[Please click here to commence survey.](#)

Thanks for helping make Business Leader Inc a great place to work!.

Signed CEO or HR Team

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