How to complete the onboarding survey/feedback in HCM PeopleSoft:
This job aid outlines the process for new employees to complete an onboarding survey/submit feedback regarding their onboarding experience. [Employee Self-Service log in.](#)

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| **Pre-Step: Onboarding Survey Email.** | ![South Carolina](image)

Once you have reached day 45 of employment with UofSC you will receive an automated email to your business email address inviting you to provide feedback on your onboarding experience.

**Step 1.** Go directly to the survey by clicking here or to your PeopleSoft Employee Self Service (ESS) homepage and click on the new tile on your homepage entitled "Onboarding Survey/Feedback."

**Step 2.** Complete the enclosed survey and follow the steps to "Save Answers" and "Mark Complete" to submit.

We are glad you are here and thank you in advance for your sharing your feedback. If you have any questions, please do not hesitate to reach out to Human Resources at HRHCMBA@mailbox.sc.edu.
Step 1: On the main Employee Self Service homepage click the Onboarding Survey/Feedback tile.

Step 2: Click the lookup button (magnifying glass icon) to select your EMPLID. EMPLID is your USC ID.
Step 3: Upon clicking the lookup button in the previous step, only your name and ID should appear in the Search Results. Click on your EMPLID/Name.

Step 4: Click the Next button to begin the survey.
Step 5: Complete the Survey. Please dedicate 5 minutes to this from start to finish. This form does not allow you to start and stop your work, answers will be lost.

- 18 multiple choice questions rating effectiveness of various aspects of the onboarding process (required). Note questions 1-14 are for faculty and staff, questions 15-18 are for just faculty. Staff employees must mark ‘not applicable’ for questions 15-18.
- 2 open ended questions (optional)
- 2 overall rating questions (required)

Scroll down to access all questions on the page.
Completing the Survey (continued):

In this example the employee is a staff member (non-faculty), so they have indicated not applicable for questions 15-18. Only faculty should provide an actual rating for these four questions.

- **Question 15:** (Faculty Only) I was able to access my university email account in time to be prepared for my first day of teaching.
  - Strongly disagree
  - Disagree
  - Somewhat agree and disagree
  - Agree
  - Strongly agree
  - Not applicable

- **Question 16:** (Faculty Only) I was able to access Blackboard in time to be prepared for my first day of teaching.
  - Strongly disagree
  - Disagree
  - Somewhat agree and disagree
  - Agree
  - Strongly agree
  - Not applicable

- **Question 17:** (Faculty Only) The New Faculty webpage provides useful information.
  - Strongly disagree
  - Disagree
  - Somewhat agree and disagree
  - Agree
  - Strongly agree
  - Not applicable

- **Question 18:** (Faculty Only) The New Faculty orientation sessions helped me be a more productive faculty member.
  - Strongly disagree
  - Disagree
  - Somewhat agree and disagree
  - Agree
  - Strongly agree
  - Not applicable
Completing the Survey (continued):

Questions 19 and 20 are optional but provide invaluable feedback to the university. Please share your thoughts!

Questions 21 and 22 are required.

Step 6: Once you have completed all questions on the page, scroll back to the top and click the blue Save Answers button. If there are any incomplete required questions, you will receive an on-screen prompt identifying which questions are incomplete.
Step 7: Upon clicking the **Save Answers** button in the previous step, a confirmation question will appear. Click the **OK** button to acknowledge that answers cannot be changed once submitted. If you wish to review your answers or make any changes, click the **Cancel** button.

Step 8: Click the **X** icon on the Completed instructions popup window.
Step 9: Notice the Save Answers button is now grayed out and the icon under New Employee Onboarding Experience Survey shows Complete. Click the Next button in the top right corner.

Step 10: Click the Mark Complete button to alert the system that you have completed the Onboarding Survey/Feedback task. In the popup that appears, confirm that you wish to Mark Complete.

Thank you for taking the time to submit your feedback to the onboarding survey! This information is reviewed by the Division of Human Resources as part of our commitment to the employee experience.