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.]

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Step: Onboarding Survey Email.</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**South Carolina**

Congratulations! You have reached the 45 day milestone in your current position at UofSC. Tell us how things are going. We are committed to continuously improving how we welcome and integrate our new employees - and your feedback is critical to our success.

This survey will take five short minutes to complete.

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 yourEMPLID. 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.
New Employee Onboarding Experience Survey

We hope you are off to a great start. Our onboarding experience aims to provide you with the information, feedback, and tools you need. Please tell us about your experience by completing this short, five (5) minute survey.

Rate how effective these were in your onboarding.

If an item does not pertain to you, please check “Not applicable”.

1. The application process was easy.
   - Strongly disagree
   - Disagree
   - Somewhat agree and disagree
   - Agree
   - Strongly agree
   - Not applicable

2. The interview panel or search committee was diverse.
   - Strongly disagree
   - Disagree
   - Somewhat agree and disagree
   - Agree
   - Strongly agree
   - Not applicable

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Rating Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. (Faculty Only) I was able to access my university email account in time to be prepared for my first day of teaching.</td>
<td>Strongly disagree, Disagree, Somewhat agree and disagree, Agree, Strongly agree, Not applicable</td>
</tr>
<tr>
<td>16. (Faculty Only) I was able to access Blackboard in time to be prepared for my first day of teaching.</td>
<td>Strongly disagree, Disagree, Somewhat agree and disagree, Agree, Strongly agree, Not applicable</td>
</tr>
<tr>
<td>17. (Faculty Only) The New Faculty webpage provides useful information.</td>
<td>Strongly disagree, Disagree, Somewhat agree and disagree, Agree, Strongly agree, Not applicable</td>
</tr>
<tr>
<td>18. (Faculty Only) The New Faculty orientation sessions helped me be a more productive faculty member.</td>
<td>Strongly disagree, Disagree, Somewhat agree and disagree, Agree, Strongly agree, Not applicable</td>
</tr>
</tbody>
</table>
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.

Specific Feedback

19. What went well during your new employee onboarding experience?

20. What could have improved your new employee onboarding experience?

Rate Your Overall Onboarding Experience

SAVE SURVEY. Click "SAVE ANSWERS" on the top right of your screen, after you complete all required questions.

*21. Overall, on a scale from 1 to 5, how would you rate your new employee onboarding experience?

*22. How likely is it that you would recommend the University of South Carolina as a place to work to a friend or colleague?
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Rate how effective these were in your onboarding:
If an item does not pertain to you, please check ‘Not applicable’.

1. The application process was easy.
   - Strongly disagree
   - Disagree
   - Somewhat agree and disagree
   - Agree

Answers cannot be changed once the page is saved.
Select OK to save or Cancel to review the answers again.

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.