

How to complete the onboarding survey/feedback in HCM PeopleSoft:

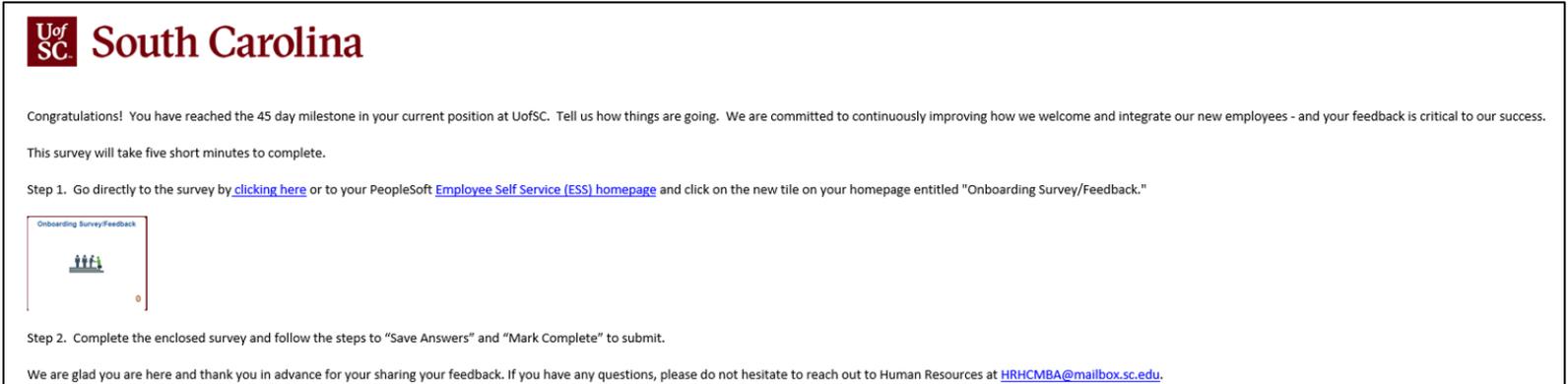
This job aid outlines the process for new employees to complete an onboarding survey/submit feedback regarding their onboarding experience. [Employee Self-Service log in.](#)

Processing Steps

Screenshots

Pre-Step: Onboarding Survey Email.

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.



Uof SC 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."

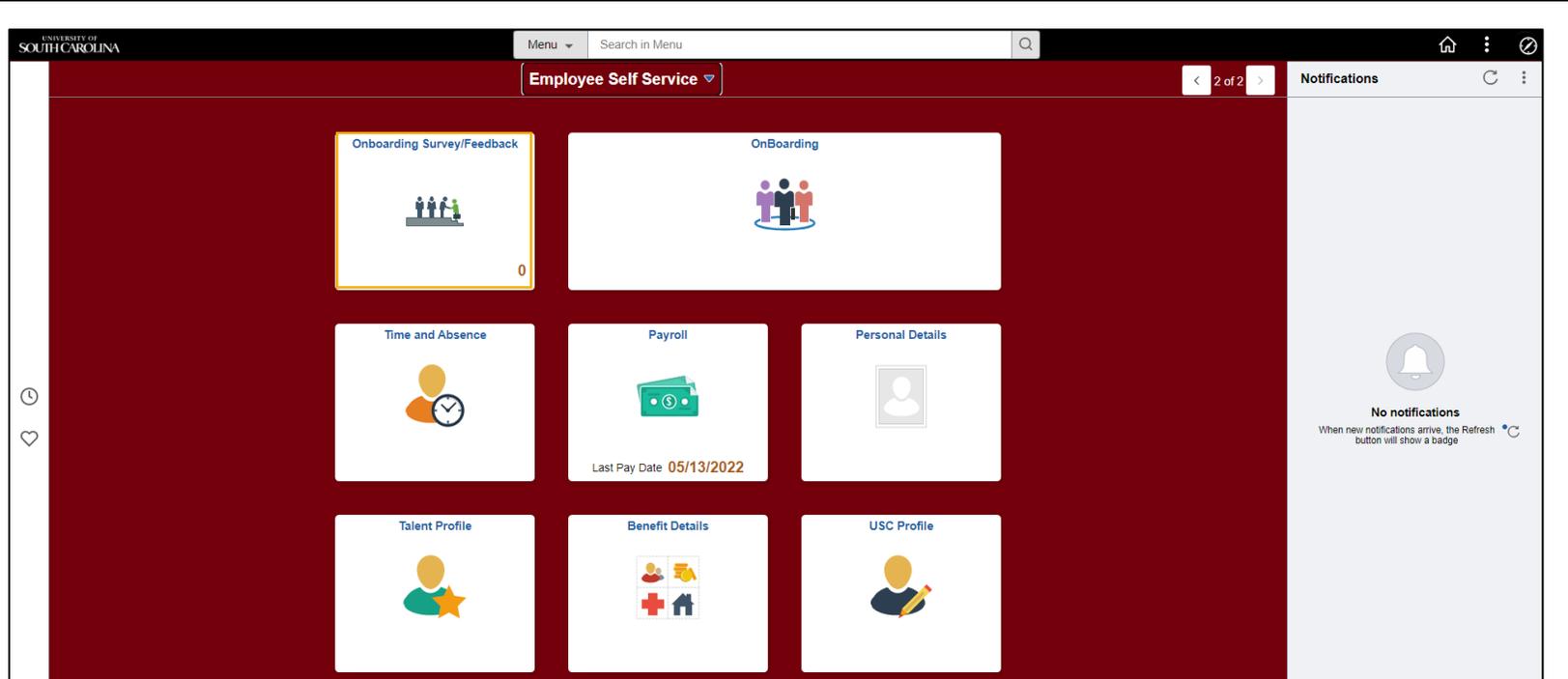


Step 2. Complete the enclosed survey and follow the steps to "Save Answers" and "Mark Complete" to submit.

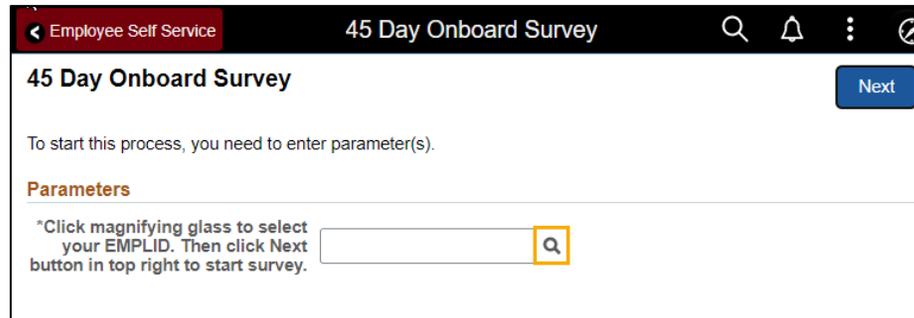
We are glad you are here and thank you in advance for your sharing your feedback. If you have any questions, please do not hesitate to reach out to Human Resources at HRHCMB@mailbox.sc.edu.

University of South Carolina
Division of Human Resources
Employee Onboarding Survey/Feedback

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.

Cancel
Lookup

Search for: Click magnifying glass to select your EMPLID. Then click Next button in top right to start survey.

▶ **Search Criteria**

▼ **Search Results**

Grid
List

1 row

Prompt Value ◊	Description ◊
A13715622	Harry Potter

← Employee Self Service
45 Day Onboard Survey
🏠 🔍 🔔 ⋮ ⚙️

45 Day Onboard Survey

Next

To start this process, you need to enter parameter(s).

Parameters

*Click magnifying glass to select your EMPLID. Then click Next button in top right to start survey.

Harry Potter

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.

✕ Exit
45 Day Onboard Survey
⋮

Harry Potter

* **New Employee Onboarding Experience Survey**
● In Progress

New Employee Onboarding Experience Survey Save Answers

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

Summary

Not Started

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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.

<p>✖ New Employee Onboarding Experience Survey ● In Progress</p>	<p>Faculty/Instructors</p> <p>NON-FACULTY: If you are not in a teaching position, please answer "Not Applicable."</p>
<p>Summary <input type="radio"/> Not Started</p>	<p>*15. (Faculty Only) I was able to access my university email account in time to be prepared for my first day of teaching.</p> <p><input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Somewhat agree and disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree <input checked="" type="radio"/> Not applicable</p> <p>*16. (Faculty Only) I was able to access Blackboard in time to be prepared for my first day of teaching.</p> <p><input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Somewhat agree and disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree <input checked="" type="radio"/> Not applicable</p> <p>*17. (Faculty Only) The New Faculty webpage provides useful information.</p> <p><input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Somewhat agree and disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree <input checked="" type="radio"/> Not applicable</p> <p>*18. (Faculty Only) The New Faculty orientation sessions helped me be a more productive faculty member.</p> <p><input type="radio"/> Strongly disagree <input type="radio"/> Disagree <input type="radio"/> Somewhat agree and disagree <input type="radio"/> Agree <input type="radio"/> Strongly agree <input checked="" type="radio"/> Not applicable</p>

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?

* New Employee Onboarding Experience Survey
● In Progress

New Employee Onboarding Experience Survey

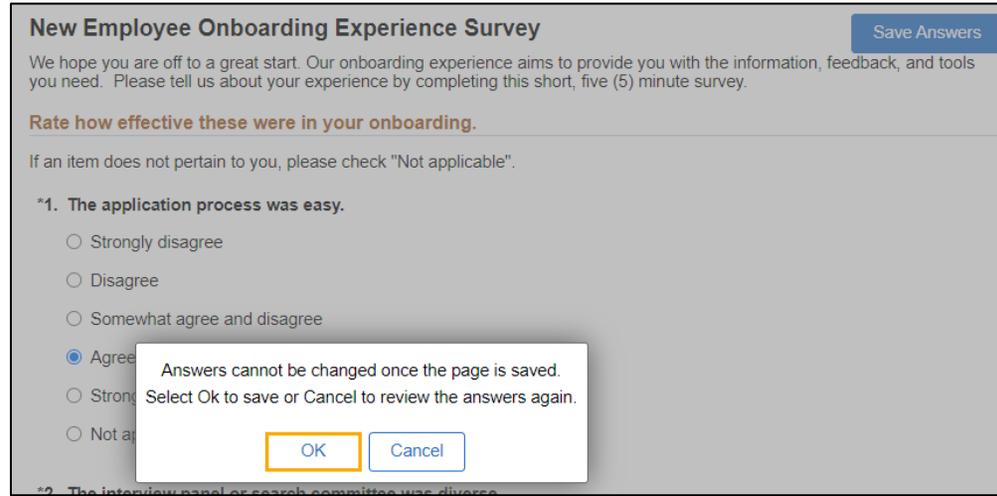
We hope you are off to a great start. Our onboarding experience aims to provide you with the information, feedback, and tools you need. Please tell us about your experience by completing this short, five (5) minute survey.

Save Answers

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Division of Human Resources
Employee Onboarding Survey/Feedback**

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.



New Employee Onboarding Experience Survey Save Answers

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.

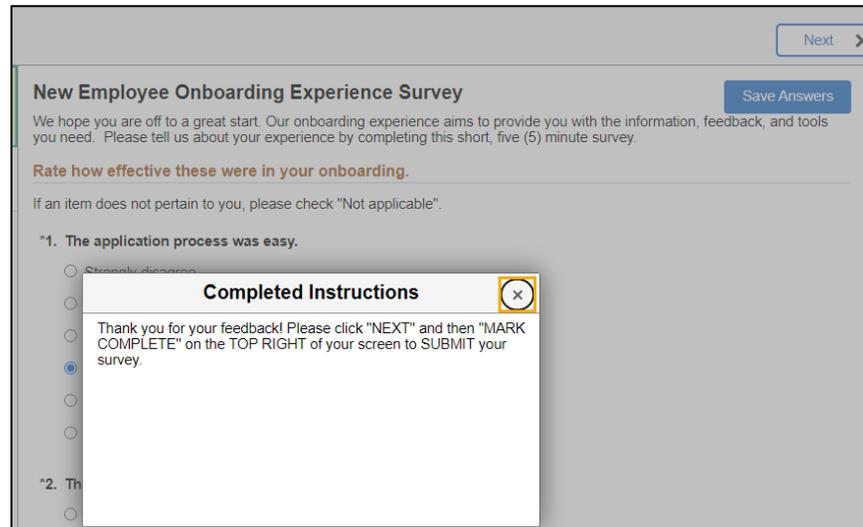
Rate how effective these were in your onboarding.

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

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



New Employee Onboarding Experience Survey Save Answers

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

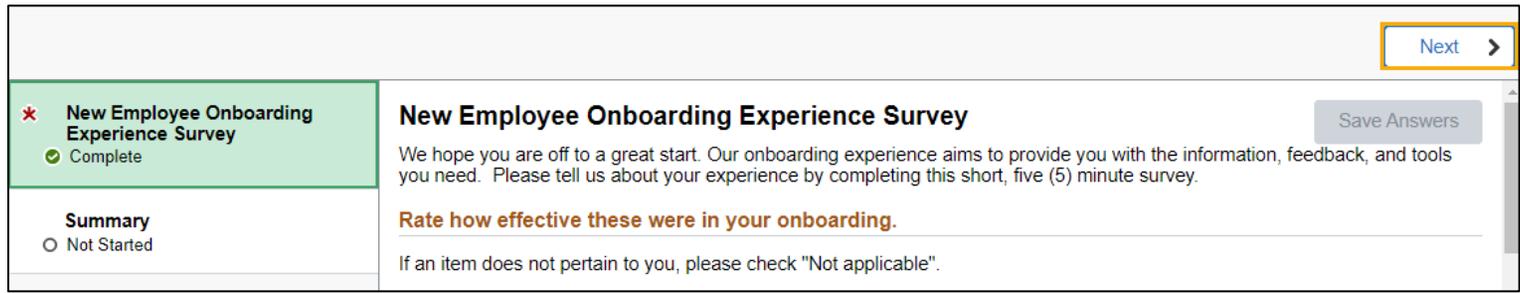
Completed Instructions ✕

Thank you for your feedback! Please click "NEXT" and then "MARK COMPLETE" on the TOP RIGHT of your screen to SUBMIT your survey.

Next >

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Employee Onboarding Survey/Feedback**

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.



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".

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.



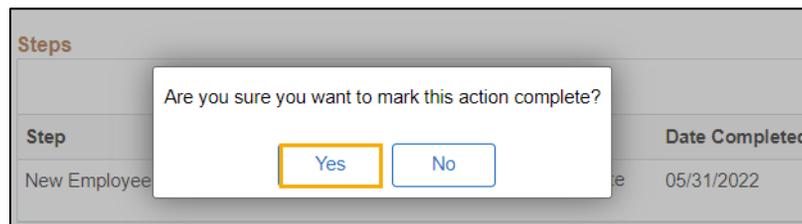
Summary

Thank you again for completing the survey and welcome to UofSC!
Click the 3 dots in the upper right corner of your screen and click "Home" to exit to your homepage.

Steps

Step	Status	Date Completed	Required	Go to Step
New Employee Onboarding Experience Survey	Complete	05/31/2022	Yes	Go to Step

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.



Are you sure you want to mark this action complete?

Yes No