Training Needs Assessment Survey for New Employees

A **training needs assessment survey** for new employees identifies skill gaps and areas for development to tailor onboarding programs effectively. It ensures that training resources are aligned with individual and organizational goals. This approach enhances employee performance and accelerates integration into the company culture.

Employee Information

Full Name:

[   ]

Department:

[   ]

Job Title/Role:

[   ]

Assessment Questions

1. How confident do you feel about the following aspects of your role? (1 = Not confident, 5 = Very confident)
   - Technical skills: [1 ▼]
   - Company procedures: [1 ▼]
   - Using internal tools and software: [1 ▼]
   - Time management: [1 ▼]
   - Teamwork and collaboration: [1 ▼]
2. What additional training or support would help you perform better in your role?

   [   ]
3. Which topics are you most interested in learning about?

   [   ]
4. Do you prefer in-person, online, or blended learning formats?

   [In-person ▼]
5. Is there anything else you would like to share regarding your training needs?

   [   ]

[Submit Survey]