

# Training Needs Assessment Questionnaire for New Hires

A **training needs assessment questionnaire** for new hires identifies essential skills and knowledge gaps to tailor effective onboarding programs. It ensures employees receive targeted training that enhances performance and accelerates integration. This tool is crucial for aligning new staff development with organizational goals.

## Personal Information

Full Name:

Position/Job Title:

Department:

## Assessment Questions

1. What prior experience do you have that is relevant to your current role?

2. Which key responsibilities are you most confident about performing?

3. Are there any tasks or skills you feel you will need additional training on? Please specify.

4. What software, tools, or technologies would you like more training on?

5. How familiar are you with our company's policies and procedures?

6. What are your learning preferences? (Select all that apply)

- ☐ In-person classes/workshops
- ☐ Online modules
- ☐ Mentoring/Coaching
- ☐ Self-paced learning

7. What objectives would you like to achieve within your first six months?

8. Is there anything else you wish to share regarding your training needs?

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