

# TALENT RETENTION TOOLKIT

## EMPLOYEE QUESTIONNAIRE (0-1 YEAR)

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Name: \_\_\_\_\_

Location: \_\_\_\_\_

Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

1. How do you prefer to be addressed?

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2. What is your preferred method of communication?

Email

Phone call

IM

Text

Face to Face

Other: \_\_\_\_\_

3. What is your ideal work environment?

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4. What motivates you?

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5. How do you like to receive feedback?

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6. How do you approach conflict? What is your comfort level with handling conflict?

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7. What do our mission and vision mean to you and how will you incorporate them into your work?

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8. What is your preferred style when learning new techniques, skills or information?

- Instructor-led training
- PowerPoints, books and handouts
- Experiential learning
- Other \_\_\_\_\_

9. What skills and behaviors are you looking to improve or build upon?

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10. How do you prefer to be managed? For example, do you like regular feedback? Do you need extra time to prepare for meetings? Do you need help thinking outside the box?

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