

Tulane NEW HIRE QUESTIONNAIRE

Welcome to Tulane Medical Center. We are delighted that you have chosen to become a member of our healthcare team.

At Tulane Medical Center, we are always looking for ways to improve our recruitment process. We ask each of our new employees to take about five minutes to respond to this questionnaire. All responses will be kept strictly confidential. Your valuable input will assist us in making a difference.

First, we need to confirm some preliminary information:

Position: _____

Department: _____

Orientation Date: _____

Facility Name: _____

Where did you hear about the position?

- Internet site ("Specifically which one?" _____)
- Newspaper ("Specifically which one?" _____)
- Trade publication ("Specifically which one?" _____)
- Friend
- Current (health system name) employee
- Recruiter (Internal from within the facility)
- Recruiter (External from a third party)
- Radio
- Direct mail
- Other _____

Please rank each of the following items **from 1 to 5**, with **5** being highest in value and **1** being lowest. (*Interviewer: "not applicable" or "don't know" = 0*)

HUMAN RESOURCES INTERVIEW PROCESS:

- 5 4 3 2 1 0 Interview was conducted promptly after application
- 5 4 3 2 1 0 Questions asked by interviewer allowed opportunity to provide good examples of work experience
- 5 4 3 2 1 0 Job responsibilities were clearly communicated
- 5 4 3 2 1 0 Application process proceeded with relative ease
- 5 4 3 2 1 0 Overall impression of HR staff was one of efficiency, knowledge, friendliness
- 5 4 3 2 1 0 Overall rating of HR interview process

DEPARTMENTAL INTERVIEW PROCESS:

- 5 4 3 2 1 0 Manager conducted interview promptly
- 5 4 3 2 1 0 Questions asked by interviewer allowed opportunity to provide good examples of work experience.
- 5 4 3 2 1 0 Manager clearly communicated job responsibilities
- 5 4 3 2 1 0 Manager clearly communicated department operations
- 5 4 3 2 1 0 Overall rating of departmental interview process

JOB OFFER/ORIENTATION PROCESS:

Name of manager(s) who interviewed you:

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- 5 4 3 2 1 0 Rate the manner in which you were scheduled for orientation.
- 5 4 3 2 1 0 Rate the professionalism of orientation instructions (day, time, place, directions)
- 5 4 3 2 1 0 Overall rating of job offer orientation process

POST-OFFER PHYSICAL/DRUG SCREENING:

- 5 4 3 2 1 0 Rate the ease in scheduling your post-offer physical appointment
- 5 4 3 2 1 0 Rate the professionalism of employee health staff
- 5 4 3 2 1 0 Rate the efficiency of your post-offer physical process
- 5 4 3 2 1 0 Overall rating of post-offer physical/drug screening process

COMMENTS:

If you have begun working in your department, please comment on your overall impression of your employment experience to date:

General comments:

Thank you for your time. We wish you success in your new position.