

# New Leader Onboarding Survey

[Welcome letter]

## General Survey Instructions

**Caution:** If you click the browser's Refresh or Reload buttons you will clear your latest responses from the page you are on. To ensure your survey responses are not lost, please **Save** survey if you cannot complete the entire survey in one sitting. On the **Last** page of the survey there is a **Send/Submit** button. **Send/Submit** send/submits a copy of the survey to be included in the agency results. Once you click on **Send/Submit**, you will not be able to access your survey again for any reason. Buttons that are available on the bottom of each survey page are:

- Previous takes you to the previous page in the survey,
- Next takes you to the next page in the survey,
- Save saves the survey on the system so you can continue at a later time,
- 1 | 2 | 3...Last takes you to that page of the survey,
- Quit allows you to quit the survey and gives you the option to Return and continue with the survey, Quit the system, or Save your current survey (after which you may continue with the survey or exit the system).

### Privacy Act Statement

Collection of this information is authorized by Section 4702 of Title 5, U.S. Code.

- Your responses to this survey are voluntary and there is no penalty if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative.
- The principal purpose in collecting this information is to gather input from employees about their experiences in working for the [Agency]. Routine uses are identifying organizational strengths and challenges and identifying strategies that will help improve the work environment.
- In any public release of survey results, no data will be disclosed that could be used to match your responses with your identity because there will be no individual identifiers associated with the data. All email addresses will be stripped and discarded automatically when the completed survey is submitted.

### Public Burden Statement

We think providing this information takes an average of 15 minutes per respondent to complete, including the time for reviewing instructions, getting the needed data, and reviewing the completed survey. Send comments regarding our estimate or any other aspect of this survey, including suggestions for reducing completion time, to the Office of Personnel Management (OPM), Reports and Forms Officer, Paperwork Reduction Project (3206-0252), Washington, D.C. 20415. The OMB number 3206-0252 is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

*1=Strongly Disagree, 2=Disagree, 3=Neither, 4=Agree, 5=Strongly Agree, 6=Do Not Know*

1. The people I work with cooperate to get the job done.
2. My organization's products and services are designed to meet customer needs and expectations.
3. I am given a real opportunity to improve my skills in my organization.
4. My supervisor removes barriers to getting my job done.
5. I have enough information to do my job well.
6. I am satisfied with my involvement in decisions that affect my work.
7. Awards in my work unit depend on how well employees perform their jobs.
8. My supervisor provides me with constructive suggestions to improve my job performance.
9. I understand my organization's vision, mission, and values.
10. My supervisor cares about me as a person.
11. Employees are treated fairly in my organization.
12. In my organization, we make the changes necessary to meet our mission.
13. I like the kind of work I do.
14. My work gives me a feeling of personal accomplishment.
15. My supervisor clearly communicates my job responsibilities.
16. My performance appraisal is a fair reflection of my performance.
17. Managers communicate the goals and priorities of the organization.
18. My organization's leaders maintain high standards of honesty and integrity.
19. My agency is successful at accomplishing its mission.

*1=Very Poor, 2=Poor, 3=Fair, 4=Good, 5=Very Good, 6=Do Not Know*

20. Overall, how good a job do you feel is being done by your immediate supervisor/team leader?
21. How would you rate the overall quality of work done by your work unit?

*1=Very Dissatisfied, 2=Dissatisfied, 3=Neither, 4=Satisfied, 5=Very Satisfied, 6=Do Not Know*

22. Considering everything, how satisfied are you with your pay?
23. Considering everything, how satisfied are you with your job?
24. Considering everything, how satisfied are you with your organization?

*1=Strongly Disagree, 2=Disagree, 3=Neither, 4=Agree, 5=Strongly Agree, 6=Do Not Know*

25. I recommend my organization as a good place to work

26. Are you considering leaving your organization?

- No
- Yes, to retire
- Yes, to take another job elsewhere in my organization
- Yes, to take another job elsewhere in the Federal Government
- Yes, to take another job outside of the Federal Government
- Yes, other

*1=Strongly Disagree, 2=Disagree, 3=Neither, 4=Agree, 5=Strongly Agree*

27. I really care about the success of my agency.
28. I will volunteer for work when opportunities arise.
29. I get excited when I think about what I could accomplish at work.
30. I put in a great deal of effort to make sure the work is done.
31. I am excited about going to work each morning.
32. I am enthusiastic about my work.
33. When speaking to others, I speak highly of my organization.

34. I am proud to work for my agency.

35. I am willing to put in a great deal of effort beyond what is expected to help my agency be successful.

*Open-ended*

36. Please use the following space to describe what your organization is doing well. Your individual response to this item will be reported to your agency leadership. *(Enter up to 2000 characters)*

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37. Please use the following space to describe what you would like to see your organization change. *(Enter up to 2000 characters)*

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38. Are you a supervisor or above?

Yes

No

*1=Not Important, 2=Somewhat Important, 3=Important, 4=Very Important, 5=Extremely Important;*

*1=Not Proficient, 2=Somewhat Proficient, 3=Proficient, 4=Very Proficient, 5=Extremely Proficient;*

39. Interpersonal Skills - Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

40. Oral Communication - Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

41. Integrity/Honesty - Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

42. Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.

43. Continual Learning - Assesses and recognizes own strengths and weaknesses; pursues self-development.

44. Public Service Motivation - Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

45. Creativity and Innovation - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

46. Resilience - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

47. Flexibility - Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

48. Strategic Thinking - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

49. Vision - Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

50. Conflict Management - Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
51. Leveraging Diversity - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
52. Developing Others - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
53. Team Building - Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
54. Accountability - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
55. Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
56. Entrepreneurship - Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
57. Problem Solving - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
58. Technical Credibility - Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
59. Financial Management - Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
60. Human Capital Management - Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
61. Technology Management - Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.
62. Partnering - Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
63. Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
64. Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
65. External Awareness - Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
66. Customer Service - Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

67. Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

68. Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

69. Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

70. Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

71. Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

72. Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

73. Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

74. Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

75. Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

76. Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

77. Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

78. WFA Customized Competency #1

79. WFA Customized Competency #2

80. WFA Customized Competency #3

81. WFA Customized Competency #4

82. WFA Customized Competency #5

83. Where do you work in your agency?  
*Response options dependent on agency*

84. How long have you been a Federal government employee (excluding military service)?

- Less than six months
- Six months to less than one year
- One to three years
- Four to five years
- Six to 10 years
- 11 to 15 years
- 16 to 20 years
- 21 to 25 years
- 26 to 30 years
- 31 years or more

85. How long have you been with your agency?

- Less than six months
- Six months to less than one year
- One to three years
- Four to five years
- Six to 10 years
- 11 to 15 years
- 16 to 20 years
- 21 to 25 years
- 26 to 30 years
- 31 years or more

86. What is your pay category?

- General Schedule and similar (GS, GG, GW, GN, GM, GH)
- Demonstration/Alternative Pay Systems
- NSPS
- Senior Level (SL, ST)
- Senior Executive Service (SES)
- Federal Wage System (WG, WL, WS)
- Other

87. What is your pay grade?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

- 12
- 13
- 14
- 15
- ES/SL/ST

88. What is your level of supervisory responsibility?

- None
- Team Leader (not official supervisor)
- First-line supervisor
- Manager (official supervisor above first-line supervisor)
- Executive

89. What is your age?

- Less than 20
- 20-29
- 30-39
- 40-49
- 50-59
- 60 or over

90. Are you male or female?

- Male
- Female

91. Please select the ethnic/racial category or categories with which you most closely identify. *(Mark all that apply)*

- White
- Hispanic or Latino
- Black/African American
- American Indian/Alaska Native
- Asian
- Native Hawaiian/Other Pacific Islander
- Other

92. Do you telework?

- I telework 3 or more days per week
- I telework 1 or 2 days per week
- I telework, but no more than 1 or 2 days per month
- I telework very infrequently, on an unscheduled or short-term basis
- I do not telework because I have to be physically present on the job (e.g., Law Enforcement Officers, Park Rangers, Security Personnel)
- I do not telework because I have technical issues (e.g., connectivity, inadequate equipment) that prevent me from teleworking
- I do not telework because I did not receive approval to do so, even though I have the kind of job where I can telework
- I do not telework because I choose not to telework