

On-boarding Questionnaire



Congratulations! You have completed the first six months of service with the Organization. This is a good point in time for us to learn about where we are doing well and where we could do better. We would therefore like to obtain your comments through the On-boarding Questionnaire.

The overall objective is to identify, analyse and report on trends noted by staff members after completing the initial six months in WHO, with a view to creating a more enabling work environment. This is in line with the WHO HR Strategy.

If you hold a fixed-term or temporary appointment of one year or more, completion of the Questionnaire is mandatory. If you hold a temporary appointment of less than one year but more than six months, completion is strongly encouraged.

All of your responses will be anonymous as they will be kept separately from your name and WHO e-mail address which you will only use to register. To permit data analysis, you will be asked to also provide information about your occupational category, duty station and other relevant demographic information. Kindly note that the registration process has been designed to permit monitoring compliance.

After the Questionnaire: You may wish to have a Face-to-Face Interview to provide any additional information you did not include in the Questionnaire itself. Details are provided at the end of the Questionnaire.

Thank you for taking the time to share with us your valuable feedback.

PART 1 – PERSONAL INFORMATION

- 1. Sex:
- 2. Date of birth:
- 3. Nationality:
- 4. Dependency status:
- 5. Civil status:
- 6. Current duty station:
- 7. Current grade:
- 8. Current type of contract:

PART 2 - WHO AS AN "EMPLOYER OF CHOICE"

1. What prompted your initial interest in working with WHO? (Please choose all that apply)

- Contribute to world health
- Working for an agency of the UN common system
- WHO's reputation
- Good compensation and benefits
- Need for a job
- Other/s:

2. Were your initial expectations for working with WHO met?

- Job satisfaction Yes No Partially
- Compensation and benefits Yes No Partially
- Career-related human resources policies and practices Yes No Partially
- Working environment Yes No Partially
- Diversity, equality and inclusion Yes No Partially
- Managerial and organizational effectiveness Yes No Partially
- Work/life balance Yes No Partially
- Career development Yes No Partially

PART 3 – YOUR ROLE AND RESPONSIBILITIES

1. What prompted your interest to apply to this specific position? (Please choose all that apply)

- Position corresponded to my professional expertise and academic credentials
- Compensation and benefits
- Potential professional growth
- Follow my spouse upon their relocation
- Location suitability
- Mobility opportunities
- Need for a job
- Other:.....

2. Does your position match the position described in the Vacancy Notice and discussed during the interview?

- Yes
- No
- Partially

3. Now that you have completed your first six months, are you clear about the Organizational culture and how things work?

- Yes
- No
- Partially

4. Has your supervisor stated his/her expectations for you in this position and what you are held accountable for?

- Yes
- No
- Partially

5. When was your ePMDS/+ work plan discussion with your supervisor held:

- Within the 1st month
- Within the 2nd month
- Within the 3rd month
- Within the 4th month
- Later

6. How was your ePMDS/+ workplan discussion with your supervisor conducted?

- Face-to-Face
- Electronically
- Other:.....

7. Do you understand the responsibilities of other members of your Team/Unit?

- Yes
- No
- Partially

8. Did your supervisor's support and guidance meet your expectations?

- Yes
- No
- Partially

9. Has the level of collaboration within your Team/Unit met your expectations?

- Yes
- No
- Partially

PART 4 - HR SERVICES (HRD/HR Assistants/DAF's Office/GSC)

1. What is your level of satisfaction with the recruitment and selection process (e.g., application form, notifications, technical test, competency based interviewing, medical clearance, overall length of the process, etc.)?

- Highly satisfied
- Satisfied
- Dissatisfied
- Highly dissatisfied

2. What is your level of satisfaction with the Induction Programme (online)?

- Highly satisfied
- Satisfied
- Dissatisfied
- Highly dissatisfied
- Not applicable

3. What is your level of satisfaction with the Induction Programme (face-to-face)?

- Highly satisfied
- Satisfied
- Dissatisfied

- Highly dissatisfied
- Not applicable

4. What is your level of satisfaction with the explanation and processes of your administration of entitlements (e.g. dependency allowances, installation, shipment allowance, etc.)?

- Highly satisfied
- Satisfied
- Dissatisfied
- Highly dissatisfied

5. What is your level of satisfaction with Learning and Development?

- Highly satisfied
- Satisfied
- Dissatisfied
- Highly dissatisfied

6. How have you found the WHO Performance Management and Development System (ePMDS/+)?

	Yes	No	Partially
Easy to complete			
Good planning tool			
Facilitates discussion with supervisor			

7. What is your level of satisfaction with the WHO working environment?

- Highly satisfied
- Satisfied
- Dissatisfied
- Highly dissatisfied

PART 5 – ORGANIZATIONAL PROCESSES AND SUPPORT

1. Do you have any questions related to any organizational processes such as the organizational structure, Staff Rules and Regulations, eManual, working environment, etc.?

- Yes

Please elaborate:

- No

2. Are you aware of WHO's ethical standards?

- Yes
- No
- Partially

3. Are you aware of the Staff Association and its role?

- Yes
- No
- Partially

4. Do you find the WHO Intranet user-friendly?

- Yes
- No
- Partially

5. Have you received support or training on GSM?

- Yes
- No
- Partially

PART 6– ADDITIONAL AND FINAL COMMENTS

1. Were you able to find suitable accommodation in your current duty station with ease?

- Yes
- No

2. Are you here with family?

- Yes
- No

3. What did you enjoy most about working in WHO?

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4. What were the two or more biggest obstacles to your ability to be fully effective during your work with WHO?

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5. Do you have any suggestions about how we can improve the WHO working environment?

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Thank you for taking the time to provide your valuable feedback.

If you wish to download your completed questionnaire, please [click here](#).

If you wish to have a Face-to-Face Interview to provide any additional information that you didn't include in the Questionnaire itself, contact your [Focal Point](#).