SCREENSTEPS

New Hire Training Program Self-Assessment
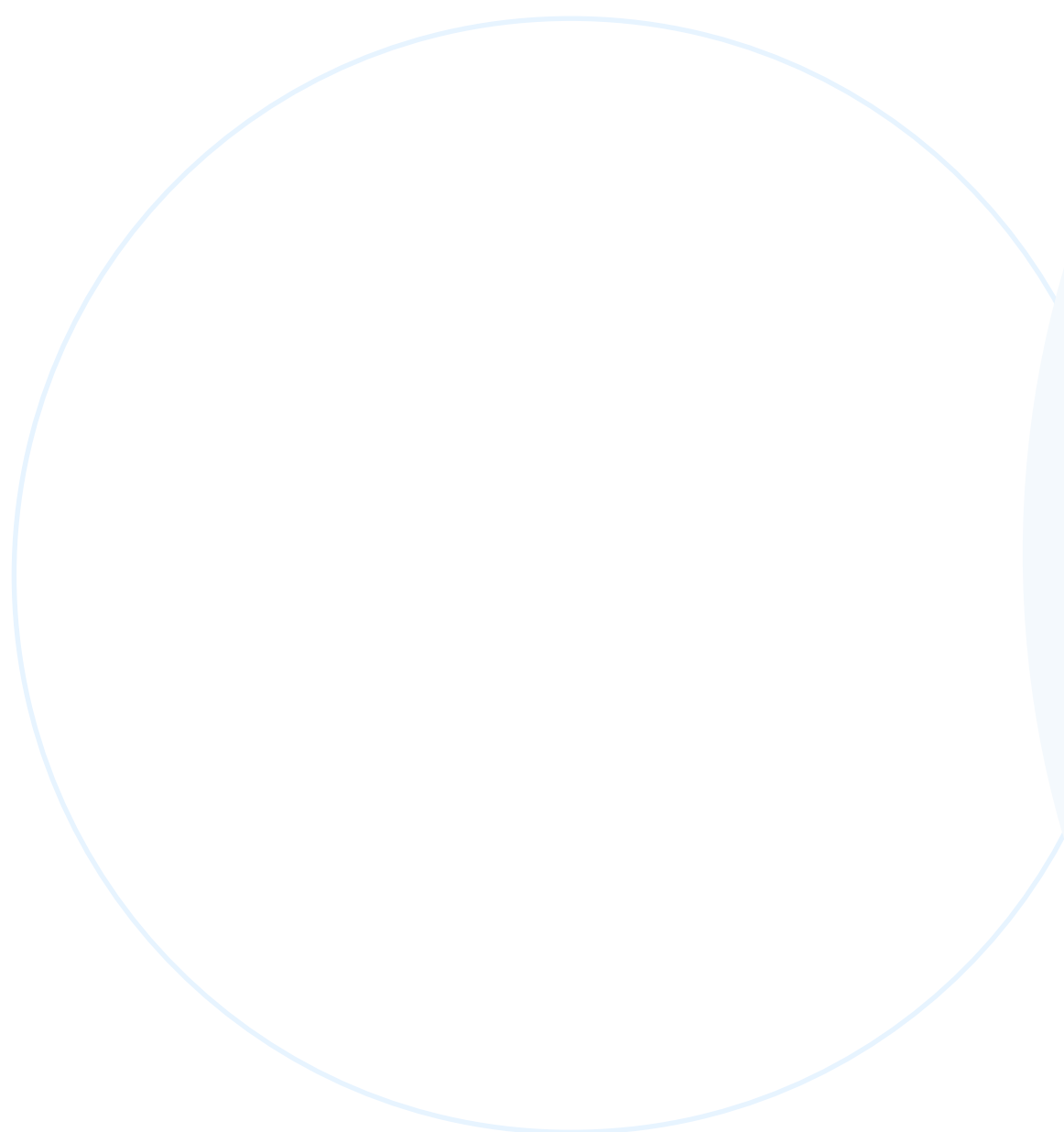
Would your organization benefit from the **Find & Follow Training Framework?**

Adopting a new training methodology takes time and energy, so you want to make sure you really need to make changes to your training program first.

This self-assessment will help you evaluate your training program and see how good of a fit the Find & Follow Training Framework is for your company.

How to fill out the scorecard

You will be asked to score each question on a scale between 1 and 4. Review the questions below and write in the number (between 1 and 4) that best matches how things currently are in your department. At the bottom of the scorecard, you will total your score. Use the scale on page 2 to rate your training program. See your results on page 3.

New Hire Training Scorecard

CRITERIA	SCORE
On a scale of 1 – 4 shown below, how long does it take to train your new hires? 1 – 1-3 weeks 2 – 1-3 months 3 – 4-6 months 4 – More than 6 months *(To calculate, include the days spent in classroom training as well as the number of days until a* **new hire is able to do 90% of their job independently** *without supervisor assistance.)*	
New hires require extensive post-training support from supervisors or co-workers in order to perform their job correctly and efficiently. 1: Never 2: Sometimes 3: Frequently 4: Always	
New hires drop out during training. 1: Never 2: Sometimes 3: Frequently 4: Always	
Supervisors spend a good portion of their work day answering employee questions and fixing employee mistakes. 1: Never 2: Sometimes 3: Frequently 4: Always	
Employees struggle to adapt to changes in procedures. 1: Never 2: Sometimes 3: Frequently 4: Always	
Work is done inconsistently between employees (i.e. how one worker does a job differs from how another would do that same job). 1: Never 2: Sometimes 3: Frequently 4: Always	
Employees perform their work when they are on a computer. 1: Never 2: Sometimes 3: Frequently 4: Always	
TOTAL SCORE	

What does my score mean?

7 - 10: Keep doing what you are doing.

Most likely you are hiring all-stars who already know what to do, they just need a little coaching. OR, you don't have many policies or procedures you need employees to learn, nor are your procedures complex. New hires learn quickly and can perform tasks without making mistakes.

11 - 14: A few tweaks could help.

Getting new hires to a high level of proficiency takes longer than you'd like, but at least new hires are learning and able to perform their job. You could apply some of the principles from the Find & Follow Training Framework to improve things, but it's not urgent at this time.

15 - 21: Strongly Consider Find & Follow Training.

Hiring new employees and getting them to a place where they can perform their job well is starting to be a burden to your organization. Supervisors have to step in and answer dozens of questions and fix dozens of mistakes daily. While everyone is willing to chip in, you're realizing you have a new hire onboarding problem. Find & Follow training can dramatically improve your training and operations.

22 - 28: Pick up the phone and call us — you need Find & Follow Training ASAP!

Everyone is feeling overwhelmed and operations feel chaotic. Employees consistently make mistakes and are frequently asking supervisors and co-workers questions. Your new hires are completing training but it's still taking way too long for them to become proficient at doing their job. The Find & Follow Training Framework will help you train more knowledgeable, consistent, and efficient employees in 30 days or less.

Think Find & Follow is the right training approach for your company?

Talk to a ScreenSteps expert about the Find & Follow coaching and workshop opportunities. They can help you understand if your company is a good fit for the Find & Follow Training Framework and support your team with expert advice throughout the process.

Schedule a Conversation