

# United States of America



*Working for America*

## FOCUS GROUPS WITH NEW HIRES - FOCUS GROUP SUMMARY FORM

This document contains questions for obtaining input from new hires on their perspectives and opinions on the agency's hiring process.



# FOCUS GROUPS

## WITH NEW HIRES

### Information about the Focus Groups

1.	Dates:	
2.	Location:	
3.	Number of Participants:	
4.	Participant Group:	
5.	Facilitator Names:	
6.	Note-taker Names:	

## QUESTIONS

1. How many of you were hired from within the agency through merit promotion? How many of you were hired externally?
2. Think back to when you first applied for the job. What was your experience in terms of how long it took from the time you submitted your application to the time when you received a job offer?
3. Think back to when you were waiting for a final decision. Was there any point in the application process when you felt discouraged and ready to give up or willing to accept another job offer?
4. How were you recruited for your current position?  
Prompts:  
USA jobs website  
Job fair  
College recruitment  
Other
5. Were there any aspects of the application process that seemed redundant or unnecessary for your position?
6. What has been your experience with hiring incentives? Were you offered or have you received any of the following:  
Prompts:  
Recruitment bonuses  
Relocation bonuses  
Student loan repayments (regulated programs requiring demonstrated difficulty in filling the position)
7. How did you feel about your treatment as an applicant?  
Prompts:  
Communication  
Fairness
8. What kind of orientation did you receive when you arrived for work?
9. What would you do to improve the hiring process?
10. What aspects of the hiring process work well?

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RESPONSES TO QUESTIONS

1. How many of you were hired from within the agency through merit promotion? How many of you were hired externally?

Notes

2. Think back to when you first applied for the job. What was your experience in terms of how long it took from the time you submitted your application to the time when you received a job offer?

Notes

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3. Think back to when you were waiting for a final decision. Was there a point in the application process when you felt discouraged and ready to give up or willing to accept another job offer?

Notes

4. How were you recruited for your current position?

Prompts:

e.g., USA jobs website; job fair; college recruitment; other

Notes

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5. Were there any aspects of the application process that seemed redundant or unnecessary for your position?

Notes

6. What has been your experience with hiring incentives? Were you offered/have you received any of the following:

Prompts:

e.g., recruitment bonuses, relocation bonuses, or student loan repayments (regulated programs requiring demonstrated difficulty in filling the position)

Notes

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7. How did you feel about your treatment as an applicant?

Prompts:

Communication

Fairness

Notes

8. What kind of orientation did you receive when you arrived for work?

Notes

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9. What would you do to improve the hiring process?

Notes

10. What aspects of the hiring process are working well?

Notes





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