

Induction Feedback Form

This questionnaire is to be completed after your induction programme is finished.

Staff feedback provides an opportunity to gain your views and opinions which will help us improve the quality and standard of our induction in the future.

Name:

1. Was your Manager available to greet you on arrival?

Yes No

Any additional comments:

2. Were you personally introduced to your new colleagues, managers and other appropriate people during your first few days in the post?

Yes No

Any additional comments:

3. Was the training you received on the telephone system sufficient and delivered in the first month of your induction?

Yes No

Any additional comments:

4. Was the training you received on the door entry system sufficient and delivered within the first two days of your induction?

Yes No

Any additional comments:



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5. Were you provided with workspace on your arrival and the necessary equipment required to carry out your role?

Yes No

Any additional comments:

6. Has your Induction helped you understand your job, responsibilities, work standards?

Yes No

Any additional comments:

7. Have appropriate policies and procedures, important to your job (health and safety regulations, work processes), been shown to you and explained to you?

Yes No

Any additional comments:

8. Was the Induction schedule explained to you?

Yes No

Any additional comments:

9. If there was one aspect of your Induction that could be improved what would it be and how might we improve it?

10. Was the training you received on the company systems sufficient and delivered within the first month of your induction?

Yes No

Any additional comments (for example any significant systems issues):



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11. Where applicable were you provided with PPE within the first two days of your induction?

Yes No

Any additional comments:

12. Was the IT induction provided by the IT department sufficient and delivered in the first two days of your induction?

Yes No

Any additional comments:

13. Was the H&S induction sufficient and delivered in the first two days of your induction?

Yes No

Any additional comments:

MY INDUCTION PROGRAMME:	Agree Strongly	Agree	Disagree	Disagree Strongly
Was informative				
Was well organised				
Helped me feel more prepared				
Helped me feel more at ease with colleagues				
Company rules were explained clearly				
The assessment process was explained				
Overall I feel satisfied with my induction				

Please provide any further comments you think would be helpful, including any issues that you would like addressing.

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Employee Signature:.....

Date:.....

When completed please return this review form to HR



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