

# INDUCTION FEEDBACK FORM

*We appreciate your feedback and input in our endeavour to excel in our Induction Programme.*  
(To be completed on the final day of the program and submitted to HR)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Location: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Dates of Induction : \_\_\_\_\_

**PLEASE TICK WHERE APPROPRIATE**

	AGREE	SOMEWHAT AGREE	DISAGREE
I was introduced to my Manager / Supervisor within the first 3 days of joining EFL			
I felt welcome as soon as I walked in to the office			
I have been well informed of the policies and procedures important to my job			
I feel that the induction programme duration was adequate			
I felt overwhelmed by the information provided to me during the induction programme			
The information provided to me during my induction has helped me understand the business better.			
The induction programme was well managed for me.			
The Induction CD was helpful for me to understand EFL			

**PLEASE RATE THE FOLLOWING BASED ON THE DEFINED PARAMETERS**

**Very Poor      Poor      Satisfactory      Good      Excellent**  
**1                    2                    3                    4                    5**

	Coverage	Duration	Speaker
Company Orientation			
Business Orientations			
HR Orientation			

**Please suggest how you think we could improve?**

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**Which session(s) in the programme did you like the most? Why?**

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**Which session(s) in the programme did you like the least? Why?**

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**Do you have any suggestions on improving these sessions?**

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**Overall how would you rate the induction programme? Please tick the appropriate box**

- Excellent** – it has given me a full grasp of my organisation and the business
- Good** – I have sufficient knowledge of my organisation and the business
- Satisfactory** – I learnt a number of things; but have several concerns
- Poor** – Some aspects were covered well; but many areas were vague and unaddressed
- Very Poor** – I felt the programme was a waste of time

<input type="checkbox"/>

**Are there any additional comments / suggestions you would like to make?**

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**SIGNATURE OF NEW JOINEE AND DATE**

On completion, please return this form to **the concerned vertical HR**