

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: _____
 Designation: _____
 Employee Number: _____
 Dates of Induction : _____

Department: _____
 Location: _____
 Date of Joining: _____

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?

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

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

Do you have any suggestions on improving these sessions?

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

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

SIGNATURE OF NEW JOINEE AND DATE

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