

INDUCTION FEEDBACK FORM

1. Employee Name:
2. Department:
3. Date of Joining:
4. Prior to joining (Hotel Name), I was _____ (Please tick whichever applicable)

- a) Working in another hotel
- b) Working in another organization (not a hotel)
- c) Studying

4. Please give your rating for the following regarding your induction process

S. No.		Strongly Agree	Agree	Disagree	Strongly Disagree	No Answer
		5	4	2	1	3
INDUCTION SESSION IN THE TRAINING ROOM						
1	Topics covered were relevant to my role					
2	The presentations were interesting					
3	The presenters were knowledgeable about the topic					
4	The amount of information was right for me					
5	The length of the session right for me					
6	I have truly benefited by attending this program					
7	This session helped me make new friends at work					
INDUCTION IN OTHER DEPARTMENTS						
1	This helped me to understand the working of other departments					
2	The time spent in each department was appropriate					
3	The colleagues were keen to share their knowledge about their department					
4	This was helpful in my current role					

ORIENTATION IN MY DEPARTMENT

S. NO	TOPIC	YES	NO
1	My manager met me on my first day in the department		
2	I received a warm welcome in my department by my co workers		
3	I was provided an orientation to my work area		
4	My job responsibilities were explained to me		
5	I was given a checklist of the skills and knowledge that I need to do my job well		
6	I was given valuable and timely feedback on my performance/progress		
7	In case of questions/doubts I know who to approach		
	OTHERS		
1	I received a tour of the hotel by a qualified person		
2	All the necessary paperwork and forms were available		
3	I received a copy of relevant literature, such as the Hotel's Employee Handbook, Operations Manual etc.		
4	I learnt about the Hotel's History and Future Plans		
5	Office Hours, dress codes, Sick leave and other policies were explained to me		
6	Payroll policies (and withholding) were covered on my first day		

I would like to give the following feedback, opinion and suggestion for improvement of entire Induction Program.

I liked the following about my department which would enhance my skills and knowledge.

Signature of the employee

Date: