**<COMPANY>**

**YOUR INDUCTION PROGRAMME**

**EVALUATION FORM**

Induction is an important process which we seek to review and improve over time. We would appreciate your comments regarding your induction programme so that we can improve the process and better meet the expectations and needs of new staff in the future.

DEPARTMENT ......................................................................

NAME ......................................................…………..

JOB TITLE ......................................................................

DATE COMMENCED ......................................................…………..

INDUCTION CO-ORDINATOR ……………………………………………..

NAME OF BUDDY/MENTOR ……………………………………………….

1. **What is your initial reaction to your induction programme**

Please rate somewhere along this rating scale by putting a ‘X’

1--------------------------------------------5--------------------------------------------10

Very Poor Adequate Excellent

**Comments:**

1. **How was the information and support you received?**

Please rate somewhere along this rating scale by putting a ‘X’

1--------------------------------------------5--------------------------------------------10

Very Poor Adequate Excellent

**Comments:**

1. **Do you think the induction programme will help / has helped you to do your job more effectively?**

Please rate somewhere along this rating scale by putting a ‘X’

1---------------------------------------5---------------------------------------10

Not Of limited use Very helpful

At all

**Comments:**

1. **What aspects of your induction were most useful and why?**
2. **What aspects were less useful and why; how could we improve this?**

For example, was any information incomplete or missing; could we have done anything at all to improve the process.

1. **Any other comments?**
2. **Overall, how would you rate your experience of Induction? Please tick one**

[ ]  **Excellent** – it has given me a full grasp of my job

[ ]  **Good** – I have a firm grasp of my job, but with some gaps

[ ]  **Satisfactory** – learnt a number of things, but have several concerns

[ ]  **Poor** – some aspects covered well but many areas still vague/unaddressed

[ ]  **Very Poor** – I know little more now than when I started

Please return this form to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No later than: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)