**Form: HR – 07**

# INDUCTION FEEDBACK FORM

**EMPLOYEE DETAILS:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_

Date of Joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Induction Conducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name of the HR team member)*

***Please provide us your feedback on the Induction conducted for you.***

1. Were you introduced to your immediate supervisor / manager on the first day of your joining duties?

YES

NO

1. Has your immediate supervisor helped you in understanding your job responsibilities and work standards? If yes, where would you rate the understanding on the same?

**Responsibilities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Very Well      **Work Standards** |  |  | Satisfactory |  |  | Not Clear |
| Very Well |  |  | Satisfactory |  |  | Not Clear |

1. Have the HR policies been explained to you? Rate your clarity on the same on a scale of 1-5 ( 1 – Poor , 2 – Average, 3 – Fair Enough , 4 – Good, 5 – Absolutely Clear )

|  |  |  |
| --- | --- | --- |
| **Process / Procedure** | **Rating** | **Reason for the Rating** |
| Joining Process |  |  |
| Office Norms |  |  |
| Compensation & Benefits |  |  |
| Conveyance Claim |  |  |
| Mediclaim Process |  |  |
| Attendance Rules |  |  |
| Leave Rules |  |  |
| IT Policy |  |  |
| Clover Values |  |  |
| Employee Referral Scheme |  |  |

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For any rating below 3, please give us your suggestions on how we can improve.

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1. Did you find the entire session useful to help you adapt to Clover Culture?

Yes No

1. What did you find the most useful part of your induction and why?

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1. If there was one aspect in the Induction Training that could be changed, what do you suggest it to be?

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Suggestion for Improvement

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Any queries you want us to address:

1.

2.