

INDUCTION FEEDBACK FORM

ASSOCIATE DETAILS			
Associate Name		Employee Number	
Designation		Department	
Name of Trainer(s)		Date of Training	

PLEASE TICK WHERE APPROPRIATE

	AGREE	SOMEWHAT AGREE	DISAGREE
Onboarding in Person / Virtual was smooth.			
Induction programme duration was adequate			
Induction programme was well managed			
I have been well informed of the organization Policies			
The information provided to me during my induction has helped me understand the business better			
I was introduced to my Manager / Supervisor within the first 3 days of joining			

PLEASE RATE THE FOLLOWING BASED ON THE DEFINED PARAMETERS

Unsatisfactory **1** Needs Improvement **2** Meet Expectation **3** Exceeds Expectation **4**

	Coverage	Duration	Speaker
Business Orientation			
H.R. Orientation			
Finance Orientation			
Marketing Orientation			
I.T Admin Orientation			

Do you have any suggestions on improving these sessions?

INDUCTION FEEDBACK FORM

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

Exceed Expectation – It has given me a full grasp of the organization and the business

Meet Expectation – I have sufficient knowledge of the organization and the business

Needs Improvement – I learnt a number of things, but have several concerns

Unsatisfactory – Some aspects were covered well, but many areas were vague and unaddressed

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

Signature of the Associate:

Date: