|  |  |  |  |
| --- | --- | --- | --- |
| **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** | **Needs Improvement** | **Meet Expectation** | **Exceeds Expectation** |  |
| **1** | **2** | **3** | **4** |  |

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

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| **Do you have any suggestions on improving these sessions?** |

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| **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

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

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|  |

**Signature of the Associate:**

**Date:**