



STAFF INDUCTION EVALUATION

Read each statement and circle either Y (Yes), S (Somewhat) or N (No) as it relates to your opinion of the orientation that you received. Return the completed form to your supervisor.

1. I was made to feel welcome.
Y S N
2. I am aware of the service philosophy of Empire Trade.
Y S N
3. I found it helpful to meet all staff, including those outside my immediate department.
Y S N
4. I found the documents included in the orientation package to be helpful.
Y S N
5. I was able to observe colleagues at work or ask questions before starting a task.
Y S N
6. I had opportunities to make comments and to share my ideas.
Y S N
7. My training plan was a good tool as it outlined the overall operations of Empire Trade.
Y S N
8. I was shown the emergency exits and equipment and have read and understood the Fire & Emergency Procedures included in the Staff Handbook.
Y S N
9. Overall my trainers were knowledgeable and helpful.
Y S N
10. At the end of the first week I began to feel like a member of the team.
Y S N
11. Specific things that could be improved on:



Please complete this short questionnaire to indicate how well you understood the orientation programme:

12. The closest fire extinguisher to my desk is located:
.....
13. In the event of an emergency, the staff evacuation meeting point is:
.....
14. The Workplace Health and Safety Rep is:
15. The First Aid Officer is:
16. I must complete my timesheet by of each week.
17. Empire Trade's business Management System is accredited under which international standard:
.....
18. One of Empire Trade's Guiding Principles is:
.....
.....
.....

Please return the completed evaluation to your Supervisor.

Signed: _____
(Name)