



## 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)