

The University of Manchester
Office of the Registrar and Secretary
LOCAL INDUCTION

Induction: Staff feedback (1 month)

Section/Unit: _____

Office: _____

1. Were you personally introduced to your new colleagues, managers and other appropriate people during your first few days in post?

Yes No

Any additional comments:

2. Has your Induction helped you understand your job, responsibilities, work standards?

Yes No

Any additional comments:

3. Have appropriate policies and procedures, important to your job (health and safety, regulations, work processes), been shown to you and explained to you?

Yes No

Any additional comments:

4. Have the materials/sections in the Induction Pack been of use to you?

Yes No

Any additional comments:

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5. Have you discussed/completed an Induction Training and Development Plan?

Yes No

Any additional comments:

6. If there was one aspect of your Induction that could be improved what would it be, and how might we improve it?

Aspect:

Suggestions for improvement:

When completed, please return this review form to:

The Investors in People Unit Room 9, 2 nd Floor, John Owens Building
