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:
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, 2nd Floor,
John Owens Building