

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

Induction: Staff feedback (3 month)

Section/Unit: _____ **Office:** _____

1. Overall, what have you found the most useful part of your Induction, and why?

2. What would you say has been the least useful, and why?

3. Was the Induction process well managed for you? Was it clear who was responsible for what?

4. Are there any areas where you feel that your Induction failed you in any way? How could we improve this aspect?

5. Are there any other comments or suggestions you would like to make?

6. Overall, how would you rate your experience of Induction?

Please tick one

Excellent – it has given me a full grasp of my job	<input type="checkbox"/>
Good – I have a firm grasp of my job, but with some gaps	<input type="checkbox"/>
Satisfactory – learnt a number of things, but have several significant concerns	<input type="checkbox"/>
Poor – some aspects covered well but many areas still vague/unaddressed	<input type="checkbox"/>
Very Poor – I know little more now than when I started	<input type="checkbox"/>

When completed, please return this review form to:

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