

Workplace Induction Evaluation Form

The purpose of your Workplace Induction is to make the transition into your new job as smooth as possible. To enable us to continuously improve the Induction process we constantly monitor and evaluate by asking new employees what they think.

Please complete this form and tell us what we are doing well and what you think we need to improve. Then send it back to the Corporate Services Quality & Training Office, St Germans Cottage in the envelope provided.

Your Name:	Work Location:
Job Title:	Start Date:
Who carried out your Workplace Induction?	

Did you receive a Workplace Induction?	Y	N
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Was your Workplace Induction carried out during the first two weeks of your employment?	Y	N
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If not, when?

How clear was your facilitator in explaining the process?

Very Clear	5	4	3	2	1	0	Not Very Clear
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Did your manager use the blue Workplace Induction Booklet?	Y	N
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During your Workplace Induction how well were the following carried out/explained?

	Very Well					Not At All	
FIRST DAY							
Introductions to work colleagues	5	4	3	2	1	0	
Domestic arrangements (work times, lunch breaks etc)	5	4	3	2	1	0	
Work area and use of basic equipment	5	4	3	2	1	0	
Tour of work area/building (inc fire exits, toilets etc)	5	4	3	2	1	0	
First Aid, reporting, Health & Safety	5	4	3	2	1	0	
General security	5	4	3	2	1	0	
EMPLOYMENT							
How and when you will be paid	5	4	3	2	1	0	
Holiday entitlements and how to book leave	5	4	3	2	1	0	
Absence reporting	5	4	3	2	1	0	
Probation & notice periods, disciplinary & grievance procedures	5	4	3	2	1	0	
STRUCTURE & ORGANISATION							
Department and Service structure	5	4	3	2	1	0	
Corporate Services structure	5	4	3	2	1	0	
University structure	5	4	3	2	1	0	
Mission & Aims	5	4	3	2	1	0	