[Insert organisation name/logo]

# INDUCTION AND ORIENTATION FEEDBACK FORM

**[Insert organisation name]** is constantly reviewing its processes and procedures, including our induction and orientation process. We would appreciate it you would spend a few minutes giving us some feedback relating to your experience.

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| **Employee’s name**  **(Student/ Volunteer)** |  |
| **Position** |  |
| **Start date** |  |

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| **How would you rate the induction process overall?** | **□ Excellent □ Good □ Fair □ Poor** |

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| --- | --- | --- |
| **Questions** | **Comments** | |
| Were you personally introduced to your new colleagues, managers and relevant people during your induction? | **□ Yes □ No** |  |
| Has the induction process helped you understand your job, responsibilities, work standards? | **□ Yes □ No** |  |
| Did you find the checklist useful? Please provide any suggested amendments. | **□ Yes □ No** |  |
| Which parts of the induction process were most useful? |  | |
| Which parts of the induction process did you find least useful? |  | |
| How do you think we could improve our induction process? |  | |

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| **Employee’s signature**  **(Student/Volunteer)** |  | **Date** |  |