# Induction Questionnaire

Print out a copy of this questionnaire and circle either **T** (True) or **F** (False) beside each of the statements according to the way you or your interviewee felt at the time of induction.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. My supervisor welcomed me to the organisation</td>
<td>T</td>
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<tr>
<td>2. All the necessary paper work was completed</td>
<td>T</td>
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<tr>
<td>3. I was introduced to my work team</td>
<td>T</td>
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<tr>
<td>4. My duties and responsibilities were clarified</td>
<td>T</td>
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<td>5. My work station was set up and waiting for me</td>
<td>T</td>
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<td>6. I was shown where the facilities (toilets, lunchroom, change room) were located</td>
<td>T</td>
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<td>7. Safety regulations were explained</td>
<td>T</td>
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<tr>
<td>8. A copy of the company's literature, such as Staff Handbook and Organisational Chart was given to me</td>
<td>T</td>
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<tr>
<td>9. Rules and Regulations of the organisation were explained</td>
<td>T</td>
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<tr>
<td>10. Information on the organisation including history and future plans was provided</td>
<td>T</td>
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<tr>
<td>11. Explanation of how my role fits in with the goals of the organisation and the team was given</td>
<td>T</td>
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<tr>
<td>12. Explanation of the basis of performance appraisal and its role in the probationary period was given</td>
<td>T</td>
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<tr>
<td>13. Training needs and opportunities were discussed</td>
<td>T</td>
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<tr>
<td>14. Company benefits were outlined and explained</td>
<td>T</td>
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<td>15. Payroll policies and procedures were explained</td>
<td>T</td>
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<td>16. Introduced to members in other departments</td>
<td>T</td>
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<tr>
<td>17. I was given a specific job assignment along with instruction and/or training</td>
<td>T</td>
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<tr>
<td>18. Offers of encouragement and help were made and I had the opportunity to ask questions</td>
<td>T</td>
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<tr>
<td>19. My induction was well planned</td>
<td>T</td>
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<tr>
<td>20. At the end of the first week I felt as if I belonged</td>
<td>T</td>
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</tbody>
</table>