# Training Effectiveness Survey

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | Department: | |  |
| Date of Hire:: | |  | | Supervisor: | |  | | | |
| Date of Training:: | | |  | | Name of Trainer: | | |  | |

## Please rate the following information on a scale of 1 to 5, with 5 being “strongly agree” and 1 being “strongly disagree”.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| My trainer thoroughly explained each task that would be expected of me. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Each task was demonstrated first before I was asked to perform it. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| My trainer explained the reasons for performing tasks in a particular order. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The company’s expectations of cleanliness were discussed in great detail. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| I was allowed to perform each task with my trainer, and then appropriate feedback was given. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| I feel enough time was devoted to learning each one of my duties. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| I feel comfortable in performing these tasks on my own now. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| My trainer encouraged me to ask questions whenever there was something I did not understand. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Company policies and procedures were thoroughly explained. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| I was shown where supplies and equipment are stored so that I will be able to access them myself. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| My trainer is knowledgeable about company policies and procedures. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The trainer I worked with is proficient in all areas of housekeeping. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| If I were a guest here, I would feel comfortable staying in a room that had been cleaned by my trainer. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The trainer was interested in cleaning guest rooms to standard. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| My trainer interacted well with guests of the hotel as well as with other staff members. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |

Is there anything you would have liked to have had more training on? If so, please explain.

|  |
| --- |
|  |
|  |
|  |

What improvements could be made to the training program?

|  |
| --- |
|  |
|  |
|  |

**Copyright information - Please read**

© This [**Free Microsoft Office Template**](http://www.hloom.com/more/) is the copyright of Hloom.com. You can download and modify this template for your own personal use. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before customizing the template.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/>. For any questions relating to the use of this template please email us - [info@hloom.com](mailto:info@hloom.com)