# 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”.

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| --- | --- | --- | --- | --- | --- |
| 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.

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What improvements could be made to the training program?

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