

Post Recruitment/One Month Probation Interview

Employee Name: <Employee name>
Meeting: <Meeting Date & Time>

Objective

Every workplace is different and employees work much better when they are clear on expectations. It is unreasonable to expect that a transition into a new role will go perfectly. People are a product of their previous environment, so what may have been common practice in another environment, may not be here at <Company Name>.

The objective of a four to six week post recruitment/one month probation review during the Three Month Probationary Review period is to keep communication flowing and address any concerns, teething problems, training or accountability issues and provide clarity on priorities, early rather than leaving everything to the final days of the Three Month Probation. **Should you have a six month qualifying period then this form can be adapted accordingly.**

Employees will feel more accepted, positive and focused about their contribution when they know their managers are taking an interest and sharing their thoughts in the work they are doing – this leads to a happier, more settled employee and a productive workplace.

Purpose

The purpose of this meeting is for the employee and the Manager to discuss the first few weeks and highlight any areas that may need to be addressed.

The employee will have an opportunity to communicate how they feel they are performing within the guidelines given for the role. Discuss what areas are enjoyed, what areas if any, are proving difficult, expectations and accountability. This is also an opportune time for the team member to articulate whether the role is as depicted during the interview process.

The Manager will then give feedback on how the team member is performing to expectations and document any Action Plans if required.

Commence discussion asking the person about their day & explain to them why this interview is being conducted – to collect & gather information to help us improve your introduction to us & to provide feedback and get your thoughts and impression of your first weeks with us.

Format

- Book a time and advise the Team Member of the meeting and the purpose. Allow approximately 30-45 minutes.
- Clarify their perception on the accuracy of the depiction of the role, during the interview process. “Is the role as we depicted?”
- Invite candidate to talk about their role covering the above, talk about issues they may have and any improvements that they have made. (Document issues or concerns raised and come back to them at the close.)
- Manager gives feedback on performance. (Highlight any relevant issues with examples if possible)
- Discuss issues raised. (Document specific action or outcome)
- Discuss appropriate training, retraining, refocus and appropriate time lines. The Team member will receive a copy of documented Action Plan.
- It is important to include expected milestones against each responsibility in the Job Description for the probation period.
- Advise an appropriate date to revisit the above and review the second month.

End positively.

Document Action Plan and ensure Employee receives a copy within two working days of the meeting.

Please find below some examples of questions and suggested layout.

Note: Confirm the medium the person’s application was received via before the meeting eg Seek, CareerOne etc

1. After four weeks with **<Company Name>** in what way has this role met your expectations?
Aim – See if employee has unrealistic expectations that may lead to performance or retention problems in the near future.
2. Are those expectations in line with how this role was communicated to you throughout the recruitment process?
Aim – Balance employee expectations with how we ‘sell’ the role.
3. In what ways do you feel this role has not met your expectations?
Aim – again to measure employee expectations to see if you can predict any future problems.
4. How did you find our recruitment process? Are there any ways in which you feel this process could be improved?
Aim – Try & get a greater understanding of how our recruitment process is working through the eyes of someone who has experienced it.
5. Do you believe you received adequate training in order to best prepare you for your role?

Aim – Try & get some feedback about Induction & how relevant it was to on the job performance.

6. What training could have been done to better prepare you for your role?

Aim – See if new starter has any useful improvement ideas or comments that may lead to improvements.

7. Is there any training that you feel you need to receive to be able to better perform your job?

Aim - See how committed the new starter is to self development and the role.

8. Are you fully aware of <Company Name> policies and procedures?

Aim – Important to find out how much new starter knows about the company way – could also indicate future training need.

9. Is there anything about your role that you are finding particularly challenging that can be improved or changed?

Aim – Again get employee thinking about their role and contribution anyd see if we can generate any ideas to adopt to improve company performance. May also give an indication to any underlying problems in department that we can fix before they become any larger.

10. In your opinion, how can you/we do things differently in order to make sure our business is performing at its full potential?

Aim – Obtain any process improvement ideas

11. Considering everything, how would you rate your overall satisfaction with <Company Name> at this time?

- i. Extremely satisfied
- ii. Very satisfied
- iii. Somewhat satisfied
- iv. Dissatisfied
- v. Very dissatisfied

Aim – Whilst subjective and to be taken with a grain of salt could be interesting to compare this answer with answers to other questions for consistency & validity of answers.

12. Would you recommend <Company Name> as a good place to work?

Aim – Another subjective question but answer could also give us an indication to new interviewees mind set & link into next question

13. Is there anything that you are experiencing that would cause you to think about leaving?

Aim – Try & get a greater understanding of what the interviewee is thinking & what they feel their development opportunities are.

14. What would you like to achieve from your role at <Company Name>?

Aim – Directly related to above question that may help us gain a valuable insight into how long they are planning to stay with us.

At this point you could then move onto sharing your thoughts about the employee's performance during their first four to six weeks. Remember they are still new to the business and you are discussing there performance and ability to learn the business and do the job.

I _____ (employee) have read and acknowledge the performance and development appraisal. I agree that the comments made are fair and have discussed all aspects with _____ (appraiser).

.....
Employee/s signature

.....
Appraiser's signature

Date: ___/___/___