

New Starter 3-Month Review

Name			
Job title			
Reviewer			
Start date		Review date	

What has gone well over your first three months?

-

What has not gone well over your first three months?

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What is stopping you from doing your job well?

-

How could we better support you to do your job well?

Agreed objectives

Objectives	Timescales and measures
1	

2		
3		
General comments		
Employee Signature		Line Manager Signature

Guidance Notes

Three months reviews are highly beneficial to both the new starter and line manager if conducted correctly:

- ✓ Opportunity for both line manager and new starter to give some constructive feedback.
- ✓ Identify any issues or problems that the new starter may have.
- ✓ Agree actions to resolve any issues or problems.
- ✓ New starter appreciates the opportunity to give some feedback and feels valued.

Preparing for the review

Line Managers must schedule a review meeting with all new starters to take place three months from their employment start date. It is advised that at least 30 minutes is set aside for the meeting to ensure that there is ample time for a quality conversation.

The meeting should take place in a private room, but if this is not available then a suitable location where you will not be disturbed and both parties can talk openly will suffice – it should not take place in an open-plan office where other employees can overhear the conversation.

Line Manager - consider any feedback that you would like to give the new starter, which should include positive reinforcement as well as any possible areas for improvement.

New starter – review the questions that will be asked during the review and come prepared with some responses including any specific examples:

- Were you welcomed and made to feel part of the team?
- Did you receive or were you signed-posted to important information?
- Did you receive the necessary equipment, tools and PPE to do your job?

- Were you provided with the right training and guidance to do your job?

During the review

It is important that both the line manager and new starter are **open, honest** and **transparent**.

There should be **equal opportunity to speak** and feedback should be provided in a **constructive** manner.

Make sure that you capture any **agreed actions** relating to the feedback, which may relate to provision of tools/equipment, signposting to appropriate guidance or providing necessary training.

After the review

Ensure that all agreed actions are followed-up as soon as possible after the review – make the necessary arrangements and contact the appropriate departments.

Provide a copy of the review to the new starter and send a copy to HR for the central records –

hr@statom.co.uk