



## PREPARATION START INTERVIEW - EMPLOYEE

### OBJECTIVE

If you are new to the organisation or if you are starting a new position, an Start Interview will take place within three months of your start date. During the Start Interview, you and your supervisor will discuss what you need from each other going forwards in order to for you to perform well, make the most of your talents and enjoy your work. Both the supervisor and the employee need to prepare for the interview properly, and will have an opportunity to provide input. The Start Interview is about looking ahead, personal development and formulating the main objectives and goals. Team goals are an important starting point for the interview.

### PREPARATION

- Your manager will send you an invitation for the interview in good time and will let you know when he/she would like you to send the Start Interview Report.
- You will prepare for this by completing your section of the Start Interview Report. Understandably, the employee may not yet be fully able to answer all the questions at this stage.
- In the Start Interview Report, you describe which objectives you will be contributing to and which personal development you are aiming for.
- Your supervisor will let you know when he/she would like to receive the Start Interview Report and then add to it.
- The Start Interview Report is exchanged by email, and the form is uploaded to the self-service portal after the interview.
- Check your ancillary activities and leave balance in the self-service portal. Discuss these during the Start Interview.



## PREPARATION FOR START INTERVIEW - EMPLOYEE

### PREPARATION

- Read the Report Start Interview one more time.
- Think of what you would like to discuss. What questions do you have for your supervisor? Focus on your future and development.

### THE INTERVIEW

- Go into the interview with the right mindset. This is an opportunity for you to grow further, and to create even more pleasure and satisfaction in your work.
- Take the time to tell your story and ask questions.
- Look forward to the coming year:
  - What would you like to work towards? And what do you need to make this possible?
  - Make agreements about things like your performance and development. Have you made arrangements for training, coaching or career counseling?
  - Formulate your desired outcomes to be as specific and measurable as possible (SMART: specific, measurable, acceptable, realistic, time-limited).

### BRINGING THE INTERVIEW TO A CLOSE

- Did you cover everything you and your supervisor wanted to talk about? Check this together.
- Agree with your supervisor on who will be completing the Report Start Interview by integrating the most important topics and agreements covered in the interview, and when the report should be ready.
- Once your supervisor has uploaded the annual report and the interview report in Self Service, you will be asked to officially approve the report.

*Do you not feel safe in the conversation? Then raise this with a higher and/or other supervisor or possibly the confidential counselor. See: Advice from a confidential counsellor - Leiden University.*

