



## PREPARATION START INTERVIEW - SUPERVISOR

### OBJECTIVE

If your employee is new to the organisation or if they are starting a new position, an Start Interview will take place within three months of their start date. During the Start Interview, you and your employee will discuss what you need from each other going forwards in order for them to perform well, make the most of their talents and enjoy their 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

- Let your employee know that the Start Interview is coming up. Refer the employee to: *Preparation for Start Interview - Employee*.
- Schedule a date for your meeting. Also specify the deadline by which the employee needs to share the Start Interview Report with you.
- The employee completes the Start Interview Report. Understandably, the employee may not yet be fully able to answer all the questions at this stage. The supervisor then completes the report.
- The Start Interview Report is exchanged by email, and the form is only uploaded to the self-service portal after the interview.

### READING START INTERVIEW REPORT

- Compare the input from the completed Start Interview Report with your own perspective: what is your perspective on the goals set and the intended results? The same goes for personal development.
- In essence, the Start Interview is all about looking ahead, personal development and formulating the main objectives and goals. Team goals are an important starting point for the interview. If you can share any feedback with the employee at this point, feel free to do so.
- View your employee's ancillary activities in the self-service portal. Discuss these during the Start Interview.
- View the employee's remaining leave days under E-reports. Discuss the importance of taking holiday leave. If necessary, refer to making annual agreements.



## PREPARATION START INTERVIEW - SUPERVISOR

### PREPARATION

- Read the input you received from your employee one more time.
- Decide what you want to discuss, and focus on the employee's future and development.
- Prepare questions to ask your employee. For inspiration, see *the Annual Interview Cards*.

### THE INTERVIEW

- Create a safe and open setting for the interview:
  - Indicate that the employee's development plays a central role.
  - Give your employee room to tell their story and ask questions.
  - Emphasise that you are open to feedback.
- Look forward to the coming year:
  - What do you and your employee want to work towards?
  - Formulate your desired outcomes to be as specific and measurable as possible (SMART: specific, measurable, acceptable, realistic, time-limited).
- For inspiration, keep the interview cards on hand.

### CONCLUSION

- Did you cover everything you and your employee wanted to talk about? Check this together.
- Agree with your employee 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.
- Upload the Report Start Interview in Self Service. The employee will be notified that they need to officially approve the report.