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Template for follow-up appraisal with new employee

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This is a general template to use for support and as a starting point for follow-up appraisals with new employees. The document is part of the support material for the induction process provided by the Division of Human Resources.

The follow-up appraisal is conducted after a period of three to six months and is carried out by the manager or HR officer.

Suggested questions to ask

How has your initial period as an LU employee been for you?

How was the induction into your workplace?

How is the cooperation with your colleagues?

How is the collaboration with your line manager?

Have you received the support you need?

Have you become familiar with your work duties?

Has the position lived up to your expectations?

What is your experience of the appointment procedure?