Employee interview

Recent recruits

At Statistics Iceland the first 6 months of employment are a trial period. During this time the employee can develop a sense of fit to his job and work environment while the manager responsible for the recruitment process has to consider its soundness with regard to reconsideration. To utilize the trial period for both parties a process of feedback is needed. The purpose of the employee interview for recent recruits is to provide this essential feedback during the trial period. It is important that both parties are adequately prepared and the purpose of this form is to support them in that preparation.

You can prepare for your employee interview by considering the following items and noting down your thoughts on the subject. Further it is important that you review your job description for it to realistically reflect the tasks and projects of your current job.

Name: _________________________________________________
Department/unit: ______________________________________
Name department manager: _________________________________________
Date: _________________________________________________

Both parties are to address each of the following items

1. **Projects and assignments**
   At what do you feel you have been most successful during your employment so far and what has best suited your interests?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   Are there any projects or assignments that you have felt to be less of a success?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. **Co-operation and communication**?
   Has your co-operation with your supervisor been successful? What has worked well and what needs improvement? Do you receive a positive response when you call for guidance or assistance?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
How did you perceive your orientation? Are you please with the guidance and assistance provided as you were introduced to the specifics of your job?

How is collaboration and communication with your co-workers going?

Is the flow of information adequate?

Can we improve things and increase performance? Do you need assistance and then how and to what end?

3. Projects ahead

What projects lie ahead and what are their priorities?

4. Job description

Is the job in tune with its description? Does the job live up to your expectations?
5. Development

What are your wishes in regard to training and other job related development?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Working conditions

Are the current working conditions sufficient to your needs?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. Anything else for the record?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee signature. Department manager signature.