

GROW

Preparation document - Start interview - Employee

Objective of the start interview

In the start interview, you make agreements with your supervisor about individual and team results to be achieved, as well as your development and well-being. You also discuss what you need to perform well and enjoy your work. Both of you prepare the interview well.



1. Invitation

- Within three months of starting in your new position, you and your supervisor conduct a start interview.
- You and the supervisor will receive an e-mail from the HR system to inform you that it is time to schedule this interview.
- Since you are new to the position (or perhaps the organisation), your supervisor will schedule the start interview with you.
- Make sure you both have enough time to prepare, and schedule the interview at least three weeks in advance.

2. Preparation

- Prepare for the interview and complete the [Start Interview Report](#). Take some time to look ahead and consider your individual and team contribution for the coming period. Through the question marks in the form, you will find preparation questions for your report.
- Choose a [leadership competency](#) in which you would like to develop yourself. To do this, use the leadership cards.
- Send your report to your supervisor via the [GROW tile on the Serviceplein Portal](#) no later than one week before the interview.
- Review your ancillary activities and your leave. Discuss these during the interview.

On the next page you will find tips and tools to help you prepare for the interview.

3. Interview

Reflect on the onboarding period

- Talk about how the onboarding period went.
- Discuss your well-being during the first months in your new position.

Look ahead to the coming period:

- You and your supervisor discuss [the Start Interview Report](#).
- You and your supervisor discuss the team or department objectives that are expected to play a central role in the coming period.
- Make agreements about aspects such as results to be achieved, your individual and team contribution, and your desired development (for example your leadership competencies) and what you need to achieve this.
- If relevant, make agreements about fulfilling your [function-based contract](#).

Did you cover everything you and your supervisor wanted to discuss? Check this together. For more interview tips, see the next page.

4. Follow-up

- After the interview, your supervisor completes the [Start Interview Report](#) you prepared and shares it with you for approval.
- You and your supervisor agree when you will meet again for an interim interview.
- On the next page, you will find more information about reporting.



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If you do not feel safe during the interview, raise the issue with a higher and/or other supervisor, your HR adviser, or one of [the confidential counsellors](#).



Resources



What can you best prepare for the interview?

- It is useful to reflect on your first months in your new position. Think for example of what went well during the onboarding period, and what went less well. Did you have a buddy? How did they contribute to your experience?
- If you are not aware of the **objectives** of your project, team, department, or teaching or research group, ask your supervisor about these. How do you contribute to these objectives?
- It can be useful to ask a few colleagues for **feedback** in preparation for your interview. You can use the *360 degrees feedback form* to do so. Send this form to three colleagues: someone who supervises your work (other than the supervisor with whom you have the interview), someone whose work you supervise (if relevant), and a direct colleague. Give your colleagues enough time to complete the form. You can discuss this feedback with your supervisor during the interview, but you do not have to.
- At Leiden University, we find it important that employees develop in the field of personal and team leadership based on our [leadership competencies](#). Watch the animation and/or self-starter under resources for information on how you to use these for your personal development.
- It can be helpful to formulate **SMART objectives** (Specific, Measurable, Achievable, Realistic, and Time-based). This makes it clear when an objective has been met.
- You can upload any **relevant attachments** together with your Initial Interview Report; see the Quick Start for more information.
- Would you like to learn more about your values, talents, or personality in your new position? See the **career platform** for various tools to get to know yourself better.

How can you conduct a good start interview?

- Take the time to share your story and ask questions.
- Be open to feedback and feel free to also give your supervisor some feedback. You can find tips on how to give feedback in the **Let's Connect Toolkit**
- It is important to devote attention to your well-being during the interview. Well-being includes various aspects, and you can use the **Well-being Conversation Tool** to reflect on this and/or watch an [microlearning](#) video on this topic.
- Would you like to learn more about how to speak up? About connecting with others? About exerting influence in a conversation? Check out the **Let's Connect Toolkit** under resources for more information

