

## Tips for follow-up interview

The head of section (or possibly supervisor) holds a follow-up interview with the new employee when he or she has been employed for approx. two months. The interview is based on the observations made by the employee and head of section/supervisor along the way.

The following are inspiration questions for a generic conversation that should also focus on culture, rules and processes, networks and collaboration, as well as competencies and competence development.

### 1. Expectations and experiences the first 2 months (make status)

- Has the first 2 months lived up to expectations in relation to e.g. the task composition, the task solution, the well-being and the collaboration?
- Is there anything special we have become aware of in relation to the workflows, the work environment or AU as a workplace?
- What has been the most educational the first 2 months?
- Has the introduction to your assignments been sufficient?
- How have your competencies come into play in relation to the tasks and the task solution?

### 2. Focus points for future use

- Is there anything that we need to focus on in the future in relation to the collaboration and the training / task solution?
- Should concrete initiatives or activities be initiated to support the task solution and well-being?
- Are there any wishes / suggestions for short-term or long-term improvement needs?
- Which career prospects can be identified?

### 3. Follow-up

- Which initiatives can be taken and are there messages that need to be conveyed to the rest of the workplace?
- Should another follow-up meeting be arranged?

### 4. Learning for future use

- How have you experienced the entire recruitment process from application to now?
- What has worked well, and what can the department focus on in future recruitments?