

TALENT NOTES

Fontys ICT – Form Development cycle for new employees

contract ≤ 1 year

Employee name + initials: _____

Name manager: _____

Starting date: _____

Job: : _____

Job: _____

Fontys ICT strives to give each new employee tailor-made guidance. Agreements on this have been laid down in the Fontys ICT Policy Wiki - Development cycle..

FIRST PROGRESS INTERVIEW

EMPLOYEE:

How does the employee look back on the first 3 months of employment?

RESULTS

DEVELOPMENT

FEEDBACK GENERAL FUNCTIONING:

Room for feedback from supervisor, colleagues, clients, external parties. Consider: initiative, allocation, motivation, collegiality, communication, commitment, contribution to inspiring education, inspiring, work climate, attendance, cooperation, attitude towards colleagues/students/customers.

AGREEMENTS MADE:

Space for agreements made, e.g. agreements on professionalisation, task performance, support needed, etc.

Date	
Employee signature	Manager signature
Date second progress interview	

SECOND PROGRESS INTERVIEW

EMPLOYEE:

How does the employee look back on the period between the first 3-5 months of employment?

RESULTS

DEVELOPMENT

FEEDBACK GENERAL FUNCTIONING:

Room for feedback from supervisor, colleagues, clients, external parties. Consider: initiative, allocation, motivation, collegiality, communication, commitment, contribution to inspiring education, inspiring, work climate, attendance, cooperation, attitude towards colleagues/students/customers.. .

AGREEMENTS MADE:

Space for agreements made, e.g. agreements on professionalisation, task performance, support needed, etc.

Date

Employee signature

Manager signature

Date assessment interview

ASSESSMENT INTERVIEW

No later than before the end of the 10th month, the assessment interview takes place and the employee is informed whether or not to continue the contract. The basic principle is that the temporary employment contract (D3) is succeeded by an employment contract for an indefinite period (D2).

If an unsatisfactory assessment takes place, this may be reason not to continue the employment contract in a D2.

A D4 contract can be renewed, transfered tot a fixed contract or ended.

EMPLOYEE:

How does the employee look back on the first 10 months of employment?

RESULTS

DEVELOPMENT

MANAGER: Gives an assessment of the results.

MANAGER: Gives an assessment of the development.

UNSATISFACTORY

GOOD

EXCELLENT

UNSATISFACTORY

GOOD

EXCELLENT

FEEDBACK GENERAL FUNCTIONING:

Room for feedback from supervisor, colleagues, clients, external parties. Consider: initiative, allocation, motivation, collegiality, communication, commitment, contribution to inspiring education, inspiring, work climate, attendance, cooperation, attitude towards colleagues/students/customers.. .

MANAGER:

Gives an assessment of general functioning.

UNSATISFACTORY

GOOD

EXCELLENT

AGREEMENTS MADE: <i>Space for agreements made, e.g. agreements on professionalisation, task performance, support needed, etc.</i>	
Date	
Employee signature (for approval)	Manager signature

Advice of manager to managing director

Advice on employment	<input type="checkbox"/>	grant permanent contract
	<input type="checkbox"/>	termination of employment
	<input type="checkbox"/>	Contract extended for months (only possible with a D4 contract)
Advice on scale	<input type="checkbox"/>	awarding 1x the standard percentage salary increase within scale (overall assessment good, according to norm function) If a periodic increase has already been granted in August, no additional periodic increase will be granted now
	<input type="checkbox"/>	withhold salary increase within scale (overall assessment insufficient, below standard job or given the duration of the temporary contract)
Grounds for proposal		

Date

Manager People signature	Other remarks