## Objective

The purpose of this meeting is for the employee and the Manager to discuss the past three months and highlight any areas that may need to be addressed as they move forward to ongoing employment.

Typical examples are:

* Planning – or lack of
* Communication
* Workload
* Expectations and deliverables
* Training
* Retention
* Presentation
* Follow through
* Attention to detail
* Adherence to deadlines

## Initiative

The team member will have an opportunity to communicate how they feel they are performing within the guidelines given for the role. We will discuss what areas are enjoyed, what areas if any, are proving difficult, expectations and accountability.

## Three Month Review – Expectations

Within the initial three months, the basics of the role should be under control; a good grasp of the broad business offering, strong ownership of the role, competence across the business administration and relationships developed with key clients and stakeholders.

### Format

Recap on outcome of previous Reviews, invite employee to talk about the past three months in total, talk about issues and improvements that they have made.

(Document issues or concerns raised and come back to them at the close.)

Manager gives feedback on performance over the past three months.

(Highlight any relevant issues with examples if possible here)

### Discuss issues raised

(Insert document specific action or outcome here)

Set expectations for the next 3 or 6 months which will be reviewed at the next performance review.

Discuss appropriate training, retraining, refocus and appropriate time lines. The Team member will receive a copy of documented Action Plan.

End positively.