



1. Introduction

New employees should be encouraged to read through the University's Codes of Practice and Rules to ensure they understand what is expected of them.

Managers should support new employees by planning a new starter induction ensuring all the necessary elements of the work environment, the team and key features of the role are explained to them.

2. Setting Expectations

It is important that employees are made aware of what the University expects of them, their role and the expectations within their team/department. Outlining these early sets the required standards.

3. Objective Setting

It is useful to set objectives and goals early to agree employee's priorities over a defined timeframe.

4. Monitoring & Support

New employees may require more support, monitoring and guidance compared to established employees and early support should assist the new employee to settle into their role quickly.

5. Where performance concerns are identified

If you identify performance issues during early employment then you should explore these, clearly outlining the gaps between expected and actual performance standards. An informal support plan, including any training or learning requirements should be put in place with a clear review date. All information should be documented to give a running record of the conversations, agreed actions and support in place for the employee.

If after the support plan has been in place for an adequate amount of time (which will be role dependent), there is no discernible improvement in their performance and the performance concerns are significant then you should contact the Human Resources Employment Relations Team hrrer@nottingham.ac.uk for further advice and guidance.

6. Additional Resources Links

- [Induction](#)
- [Training and Development](#)
- [Performance at Work](#)
- [HR ER Team](#)