90 Day Checklist

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| **Have you…..** | **To be done** | **√** |
| **1** Ensured your Agreement has the complete 90 day trial period clause? | Before you start the recruitment process |  |
| **2.** Phone the successful candidate and make a verbal offer, mentioning the 90 day trial period? | Once you have made the decision as to successful candidate |  |
| **3.** Emailed the successful candidate to confirm the offer details and 90 day trial period? | After you have made the verbal offer |  |
| **4.** Emailed or posted the candidate their Offer letter, Employment agreement and Pre-Employment Pack? | No less than 5 working days before the Employees start date |  |
| **5.** Received (via email or post) a signed copy of the Employee’s Employment Agreement **before** their start date? | Before the Employee’s start date |  |
| **6.** Mark in your diary the Employees 40, 80, 90 day mark to follow up with Employee on their performance? |  |  |
| **7.** Successful after 90 days? |  |  |
| **8.** Termination within the 90 days? | Before the end of the 90 days |  |
| **9.** Looked to see if you are still within the 90 days? |  |  |
| **10.** Asked the Employee to meet to discuss their performance? |  |  |
| **11.** Sit down and discuss with the Employee their performance during the 90 days and let them know you are terminating their employment |  |  |
| **12.** Decides if you would like the Employee to work through the notice period. If not, then you will need to place them on Garden Leave for the notice period. You cannot pay notice in lieu. |  |  |
| **13.** Followed up after the meeting with a letter, confirming the termination under the 90 days, final day of work and final pay including any Stat and Annual Leave days if applicable. Wish the Employee well. |  |  |

