

90 day checklist

Offer Stage

Verbally offer the new position to your superstar

- ☐ The 90 day trial must be verbally mentioned
- ☐ You can follow up with an email or text congratulating the new superstar and once again mention the 90 days

Preparing the offer details

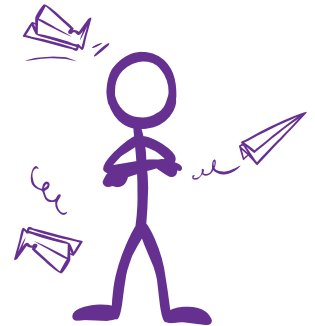
- ☐ Check that you have a valid 90 day trial clause in your offer letter or agreement - not the probationary clause, it must be the 90 trial clause
- ☐ 90 Day trial clause **needs to have the start and finish date** - click here to calculate [90 calendar days](#);

Collecting of the offer details

- ☐ Post or email out the offer details to your new superstar or get them to come in and collect the offer details
- ☐ Advise them they can seek advice before signing the agreement, you must allow at least 72 hours for this (delay the start date if required - do not rush this process)

Start date | Before your new super star commences work, check the following

- ☐ Agreement is signed by both parties
- ☐ All documentation is returned



Good Tools to add to your process

Add diary notes to track you 90 days

- ☐ 40, 60, 80 and 90 days
- ☐ You may like to have a catch up with your new superstar throughout this period, these can be informal chats to give feedback on progress and to set training goals
- ☐ Verbally congratulate your employee at the 90 day completion

Validate termination under the 90 day trial

- ☐ Check your 90 days is valid
- ☐ Make sure you are within the 90 days
- ☐ Check that you have given feedback throughout the trial period
- ☐ Check termination clause and notice period
- ☐ Agreement is signed before start date
- ☐ You have provided the required induction, on boarding, training and support



Steps to terminate

- ☐ Arrange a time to meet with the Employee
 - ☐ Verbally remind the Employee that they were employed on a 90 day trial
 - ☐ Inform the Employee of the support and training you have provided
 - ☐ Inform the Employee that you will be terminating the working relationship under the 90 day termination clause
 - ☐ Give the Employee an option to work out their notice
 - ☐ If the Employee does not wish to work through their notice period then you can pop the Employee on Garden Leave for the notice duration and pay the final pay at the completion of the notice period (check notice period clause)
 - ☐ Follow through with a 90 day termination letter (contact People Passion for advice)
 - ☐ Arrange final pay on final day
 - ☐ Inform the rest of the team - remember communication is vital, keep it simple and respect privacy