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# New Hire

Personal report

Report for Jayne Bright

Date Completed: 22/06/2021

Private & Confidential

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This report is confidential and is intended for access by relevant members of the HR team and **Jayne Bright** who completed the New Hire Questionnaire on **22/06/2021**.

This individual report has been created to enable you to focus on factors that are impacting on the level of engagement and initial day-to-day capability of a newly recruited employee.

Before reading this report, it is recommended that you are clear on the following points:

- The level of anonymity and confidentiality that has been promised to the new employees completing the questionnaire.
- How this level of anonymity and confidentiality will be respected during any follow-up conversations and action planning.
- The expected objectives and outcomes from discussing feedback with the individual.
- The person who will be responsible for conducting the feedback meeting; be it a trained HR professional or the individual's line manager.

## Who should have access to this report?

This report should be used and stored in accordance with the levels of anonymity and confidentiality promised to the individual in completing the questionnaire, and in line with your wider organisational policies on confidentiality and data protection.

Please ensure that whoever conducts any follow-up discussion with the new employee knows how to interpret the data within this report, that they have been properly briefed, and have the appropriate level of skills to conduct such a conversation.

**» Under no circumstances should the employee be sent this report in isolation.**

## Jayne's Engagement

**Engaged** | I wish to progress my career here for the foreseeable future

### Pre-Joining Expectations

<b>Job Role</b> Close fit between expectations and reality, some minor differences 	<b>Organisation</b> Close fit between expectations and reality, some minor differences 
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### Process

<b>Induction</b> Good, small room for improvement 	<b>Recruitment</b> Excellent, no real room for improvement 
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### Performance

<b>Clarity</b> What is expected and understands how performance is measured. 	<b>Confidence</b> The extent to which the new starter feels they will be successful. 	<b>Enablement</b> The extent to which the new starter feels they have the support they need. 	<b>Impact</b> How well the new starter feels they are performing. 
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### Brand Impact

<b>Promote</b> Would recommend as a place to work. 	<b>Proud</b> Proud to work for the organisation. 
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The following section shows the candidate responses to the induction checklist.

Day 1 Experience	Preparation of work area before your arrival (desk, chair, etc.)	+
	Provision of appropriate equipment (phone, computer, etc.)	+
	Registration on payroll (tax, bank details, etc.)	-
	Registration for benefits (e.g. pension, private healthcare)	+
	Registration on IT systems (password, intranet, etc.)	+
	Provision of staff handbook or similar information online	+
	General introduction to the department	-
	Introduction to appropriate colleagues	+
	Orientation to facilities (conference rooms, toilets, office supplies, drinks machine, etc.)	-
	Security arrangements (pass, door codes, etc.)	+
	Explanation of procedure in case of fire	+
	Explanation of other relevant safety procedures	+
	Getting Started (Weeks 1 - 4)	Instruction on how to carry out the role
Visit to other appropriate departments		-
Provision of necessary information to do the job		+
Registration on appropriate training courses		+
Explanation of performance review process (timing, your objectives, etc.)		+
Introduction to IT systems		+
Explanation of postal system		+
Explanation of phone system		+
Explanation of necessary ordering systems (e.g. stationery)		+
Notification of parking rules		+
Explanation of travel policy and procedure (e.g. breakdown, mileage)		+
Explanation of mobile phone policy and procedure (billing, etc.)		+
Explanation of expense claims procedure		+
Explanation of holiday booking procedure		+
Introduction to extra-curricular activities (sports, social, etc.)		+
Feedback on how you did during the recruitment process		-
Organisational Understanding		Overview of the organisation's history and story
	Introduction to organisational vision and mission	+
	Introduction to organisational culture and values	+
	Overview of corporate strategy	+
	Orientation to the organisation (structure, departments, processes)	+
	Understanding this years corporate goals	+

 Yes

 NA

 No

This Performance section looks at the crucial elements that drive performance, including how clear the new employee is in relation to what is expected of them and how their performance is measured, the extent to which they feel they will be successful and the feeling that they have the necessary support to do so.

Clarity	I am clear about my overall role and responsibilities	+
	I am clear about what I need to deliver in my first 12 months	+
	I am clear about who my key customers/stakeholders are	-
	I understand when my key performance deadlines are	+
	I understand how my performance is measured	U
	I am clear about how my performance will be reviewed	+
	I am clear about how I am currently performing	+
	I am clear about how my role contributes to the organisation being successful	+
	I am clear about how our team operates	+
	I understand how to get things done around here (e.g. processes, relationships with other teams/departments)	+
Confidence	I am confident I can deliver what I need to over the next 12 months	+
	I believe my goals are achievable	U
	I feel I have been set up to be successful by the organisation	+
	I feel my development plan will help me continue to improve	+
	I am confident that my role adds value to the organisation	+
	I believe I will be successful here	+
	I feel positive about my future at the organisation	+
	I feel my manager has confidence in me	+
Enablement	I have received the appropriate instructions on what I need to do	+
	I have received the training I need to do my job well	+
	I have the resources to deliver what I need to over the next 12 months	+
	I have the skills and capability to deliver what I need to over the next 12 months	+
	My line manager and I have agreed a development plan	+
	I meet with my line manager as often as I would like	+
	I receive regular feedback from my line manager	+
	I have the level of support I need from my team	+

**+** Positive

**U** Unsure

**-** Negative

In the final section of the questionnaire Jayne had the opportunity to describe in their own words their feelings regarding the role and the organisation.

## What Jayne enjoys most:

I enjoy most:

## What Jayne dislikes:

Can't think of anything!

What will improve their performance?

The one thing:

# About great{with}talent

great{with}talent helps organisations increase levels of performance, employee engagement, and reduce staff turnover. We achieve this through a unique range of customisable services that focus specifically on engagement and retention. 'Person-organisation-fit' is central to our philosophy, and our approach focuses on understanding how individuals and organisations interact.

We've made it our mission to make our products as intuitive and user-friendly as possible. And inside each fantastic service we've included some brilliant and relevant technology. So when you use any of our services for the first time, we know it will save you money, help solve problems and create opportunity for your organisation.

Our roots are in business psychology and user-friendly web based applications. Our client base spans nearly 2000 high profile organisations, and we help them to save vast amounts of money by recruiting the right people, improving employee engagement, and ensuring their organisation is more efficient and effective.

We've proven expertise in designing and delivering questionnaires for every phase in the employee lifecycle. To date this equates to over 500,000 cases of employee data, collected globally in over 18 languages. This experience means we can create the right approach for you.

However, we're much more than an employee survey company. Our psychometric knowledge and research-based approach means we offer innovative approaches to collecting and analysing data. We then use our consultancy expertise to ensure our clients quickly understand and can take action on this data.

Our reports and analysis recognise the complexities of why people really stay or leave on an individual and group basis. This approach enables you to pinpoint exactly where and when dis-engagement occurs. And that's how great{with}talent will help your employees and your whole organisation to perform better.

