Conducting a Secondee Progress Review: Guidance Note

The format for the progress review will normally be as below. The level of detail will vary according to individual circumstances.

Advice is available from the HR Business Manager assigned to the department. Where performance and progress is clearly satisfactory the formal record is likely to be brief. A more detailed record will be made where specific improvements are proposed and/or where specific feedback is given.

Where progress has been unsatisfactory or below expected standards, the line manager and secondee should discuss and agree actions needed to enable the secondee to achieve the level of performance necessary to meet the requirements of the role. This may involve making appropriate adjustments to the level of supervision, undertaking professional development, offering advice and/or support to the member of staff.

# Frequency:

* Weekly during the first month
* Then monthly if progress is satisfactory

# Invitees:

* Secondee
* ‘Host’ manager

# Tone:

* Constructive
* Give positive feedback on what has been done well
* Give helpful advice on how to make improvements and/or develop aspects of the job.

# Review meeting agenda

| Who | Item | Complete |
| --- | --- | --- |
| Host manager | Review the work done to date or since the last review. |  |
| Host manager | Address competence in carrying out particular duties. |  |
| Host manager | Address capability to perform at a level that meets the operational requirements of the department.  |  |
| Secondee | Comment on progress to date and specify any areas in which further information or assistance would be helpful |  |
| Host manager and secondee together | Review progress on achievement of the secondee’s development goals, as outlined in their Personal Development Plan. |  |
| Host manager and secondee together | Discuss and agree any professional development activities that need to be undertaken within the secondment in order to achieve the identified development goals. |  |
| Host manager | Set objectives for the next stage of work.  |  |

# After the meeting

| Who | Item | Complete |
| --- | --- | --- |
| Host manager | To give secondee a record of the progress review, signed by the line manager and secondee.  |  |
| Host manager | To keep a signed copy. |  |
| Host manager | If a third party contributes formally to the progress review, to record this and get signed accordingly. |  |