

### Human Resources

# CONTRACTUAL Probation Review Form

Please forward to HR Operations at hr@reading.ac.uk once the form has been completed so the contractual probation review outcome can be recorded formally on the employee record.

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| --- | --- |
| Employee Name |  |
| Employee Number |  |
| Job Title |  |
| Department / School |  |
| Start date | Click here to enter a date. |
| Contractual Probation End Date | Click here to enter a date. |
| Line Manager |  |
| Mentor *(optional)* |  |

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| Section 1: To be completed at first meeting, no later than 2 weeks upon joining Please state:   * The objectives and priorities of the role (consideration to be given how they link in with the Values and Behaviours) * Expectation in the first 6 months (probationary objectives) * Setting out standards of performance and timescales expected during this period * Agree and schedule dates for review during probation period on progress against probationary objectives (recommend 1, 3 and 5 month intervals) |

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| **Objective** | **Description of objective** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

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| Section 2: Training requirements or additional support Please include any training (mandatory and developmental) – please see HR webpages for details of mandatory training and other staff training available via the People Development (e.g. IT skills, developing supervisory skills). Also see CQSD website for teaching and learning development support opportunities. |
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**Line Manager shares form with Employee**

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| Section 3: To be completed during Contractual Probation Period (formal review at 3 months) Review and discuss progress against the probationary objectives. Identifying any areas of concern, what improvements are required, what support will be made available and when those improvements should be made (i.e. what is the timeframe?) |
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**Line Manager shares form with Employee**

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| Section 4: To be completed at the end of the Contractual Probation Period | |
| Date of review meeting |  |
| Has the mandatory training has been completed? (Refer to Section 2) | |
| Have the objectives and priorities been achieved? (Refer to Section 1) | |
|  | |
| Summarise performance and progress over the length of probationary period | |
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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section** 5: End of the probationary period decision | | | | | | | | |
| Employee’s appointment to be confirmed | | | | YES | |  | NO |  |
| If appointment is not confirmed, a decision will be made between these two options:\*  \*If considering extension or termination of contract the Procedure for Contractual Probation needs to have been followed and advice and guidance has been sought from HR Partner or Adviser to proceed. | | | | | | | | |
| Option 1 | Probation is extended. | Date extended to: | | | Click here to enter a date. | | | |
| Option 2 | Probation is not satisfied and employment is terminated. | Date of termination: | | | Click here to enter a date. | | | |
| Signed: |  | | Date: | | | Click here to enter a date. | | |
| Employee name: |  | | | | | | | |

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| Signed: |  | Date: | Click here to enter a date. |
| Line Manager name: |  | | |

### Please forward this form to HR Operations at [hr@reading.ac.uk](mailto:hr@reading.ac.uk) for the contractual probation review outcome to be recorded formally on the employee record.

### A letter confirming the outcome will be sent to the employee.