**Probation Form**

**Section A: Personal details**

|  |  |
| --- | --- |
| Line Manager name |  |
| Staff member name |  |
| Employee staff number |  |
| Pay Scale |  |
| Job Title |  |
| Work Group | NO NEED TO FILL IN. |
| Employee Status | |  |  | | --- | --- | | Please select relevant category: | | | Fixed term Full-time/Part-time |  | | Specific Purpose Full-time/Part-time |  | | Indefinite Full-time/Part-time |  | | Permanent Full-time/Part-time |  | |
| Second Line Manager (if required) |  |
| Probation Due Date |  |
| Probation Review meeting date |  |
| Type of Review  (\*Reviews that are not mandatory but available if required) | |  |  | | --- | --- | | Please select relevant category: | | | First Review |  | | \*First Additional Review |  | | \*Second Additional Review |  | | Second Review /Final Review |  | |

**Section B: Performance Appraisal**

Please rate the employee's performance against the following competencies, concluding with the overall rating for this Probation Review.

If the competency is not relevant, please select 'Not relevant to the role’.

If you indicate at least one or more ratings that are ‘Below Expectations’, please see Section F. Poor Performance.

**Ratings Description**

|  |  |  |
| --- | --- | --- |
| 1 | Below Expectations | Performing in some areas only, needs significant improvement to achieve the required standard. There are weaknesses apparent in the performance of the candidate which can/cannot be overcome at this time. |
| 2 | Met Expectations | Good performance, all objectives were delivered and expectations were met to the required standard. Overall staff member is effective in the role. |
| 3 | Expectations met at high standard | Very good performance, candidate performing very well to a noticeably good quality, with a high level of output to a high standard. |
| 4 | Not relevant to the role | Competency is not relevant to the role. |

**Personal Qualities**

|  |  |  |
| --- | --- | --- |
| **Competency:** | **Time Keeping** | |
| **Competency Description:** | Adheres to the time-keeping and attendance requirements of the section as outlined in the employment contract; prompt /on-time for required meetings | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

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| --- | --- | --- |
| **Competency:** | **Knowledge of College/Department/ School policies, and procedures** | |
| **Competency Description:** | Knowledge of all procedures and policies required to do the job. | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

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| --- | --- | --- |
| **Competency:** | **Motivation, Interest and Flexibility** | |
| **Competency Description:** | Shows interest in the job. Can be trusted to work independently and unsupervised. Willing to listen and carry out instructions. Adaptable to the requirements of the post, shows commitment to the job and team members at all times. | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

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| --- | --- | --- |
| **Competency:** | **Initiative and openness to learning** | |
| **Competency Description:** | Adaptable to the requirements of the post, shows commitment to the job and team members at all times. Demonstrates wilingness to learn. Looks to participate in training – quick learner. | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

**Communication Skills/Interpersonal Skills**

|  |  |  |
| --- | --- | --- |
| **Competency:** | **Communication Skills /Interpersonal Skills** | |
| **Competency Description:** | Effectively communicates to provide information, clear and concise, gains understanding and maintains effective working relationships. Demonstrates good manners and politeness even in potentially difficult situations. Comfortable in liaising with people within and outside of team. | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

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| --- | --- | --- |
| **Competency:** | **Team Work** | |
| **Competency Description:** | Works co-operatively with others on the team. Supportive of other team members | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

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| --- | --- | --- |
| **Competency:** | **Awareness of Health and Safety** | |
| **Competency Description:** | Understands importance of H & S in the workplace and follows guidelines. Pays due care and attention to both own and others safety | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

|  |  |  |
| --- | --- | --- |
| **Competency:** | **Conscientiousness** | |
| **Competency Description:** | Focuses on getting things finished, persists until the job is completed | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

|  |  |  |
| --- | --- | --- |
| **Competency:** | **Attention to Detail** | |
| **Competency Description:** | Thorough in accomplishing a task with concern for all the areas involved (no matter how small). Performs routine or repetitious tasks with care and attention. | |
| **Rating:** | 1. Below Expectations |  |
| 2. Met Expectations |  |
| 3. Expectations met at High Standard |  |
| 4. Not relevant to the role |  |
| **Line Manager Comments:** |  | |
| **Employee Comments:** |  | |

**Role Specific Goals/Skills**

Please insert any additional goals/skills/competencies that are required of the candidate. The comments box can include consistent highlights of performance, or persistent issues.

For example:

* Leadership Skills
* Management Skills
* Supervisory Skills
* Candidate to implement …
* Candidate to develop/design …

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Specific Goal/Skills** | **Rating** | **Line Manager comment** | **Employee Comment** |
|  |  |  |  |
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**Section C: Training Needs / Training Undertaken**

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| --- | --- |
| Please outline any courses the staff member has attended to date |  |
| Please indicate any future courses that the staff member should complete and whether they are mandatory or recommended in order to complete the probationary period: |  |

**Section D: Overall Rating**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Rating** | **Rating** | **Line Manager comment** | **Employee Comment** |
| Based on the ratings above, please rate the employee’s overall performance. |  |  |  |

**Section E: Formal Outcome**

In this section the Line Manager selects their recommendation for the relevant review type before all parties confirm completion of the review by signing Section G: Concluding notes and sign-off at the end of the form.

**Initial reviews**

For the first or any of the additional reviews, please select one of the following outcomes:

|  |  |
| --- | --- |
| **I recommend that the staff member be recorded as satisfactory in this Initial Review.**  I confirm that the performance of the candidates meets or exceeds expectations. |  |
| **I recommend that additional probation review(s) should be put in place.**  There are weaknesses apparent in performance which I believe can be overcome with further guidance and/or additional time. I have set specific goals (in consultation with the HR Partner) aimed at achieving satisfactory performance and progress which will be reviewed.  The employee has been advised that failure to reach satisfactory performance will result in the contract of employment being terminated.  *Please see Section F: Poor Performance for further details. If you require assistance or advice, please contact your HR Partner.* |  |
| **I recommend that this appointment should be terminated.**  There are weaknesses apparent in the performance of the candidate which I believe cannot be overcome at this time.  *Please contact your HR Partner for further advice at this stage*. |  |

Now go to → Section G: Concluding notes and sign-off

**Additional reviews**

For the first or any of the additional reviews, please select one of the following outcomes:

|  |  |
| --- | --- |
| **I recommend that the staff member be recorded as satisfactory in this Additional Review.**  I confirm that the performance of the candidates meets or exceeds expectations. |  |
| **I recommend that further additional probation review(s) should be put in place.**  There are weaknesses apparent in performance which I believe can be overcome with further guidance and/or additional time. I have set specific goals (in consultation with the HR Partner) aimed at achieving satisfactory performance and progress which will be reviewed.  The employee has been advised that failure to reach satisfactory performance will result in the contract of employment being terminated.  *Please see Section F: Poor Performance for further details. If you require assistance or advice, please contact your HR Partner.* |  |
| **I recommend that this appointment should be terminated.**  There are weaknesses apparent in the performance of the candidate which I believe cannot be overcome at this time.  *Please contact your HR Partner for further advice at this stage*. |  |

**Final Review Only**

Please select one of the below options:

|  |  |
| --- | --- |
| **I recommend that the staff member be recorded as satisfactory and that this is their final review. I also recommend that the staff member be confirmed in their current appointment at the end of their probation period**.  I confirm that the performance of the candidate meets or exceeds expectations. |  |
| **I recommend that this appointment should be terminated.**  There are weaknesses apparent in the performance of the candidate which I believe cannot be overcome at this time.  *Please contact your HR Partner for further advice at this stage.* |  |

Now go to → Section G: Concluding notes and sign-off

**Section F: Poor Performance**

If you have indicated one or more Ratings that are Below Expectations, please note the agreed action plan to be taken to address and improve performance.

|  |  |
| --- | --- |
| Line Manager to give a short description here of the issues. |  |
| If additional probation review(s) scheduled, please specify the agreed date(s): |  |

Now go to → Section G. Concluding notes and sign-off

**Section G: Concluding notes and sign-off**

All participants are required to confirm completion of the review by dating and signing the form, and may include their closing comments.

|  |  |
| --- | --- |
| **Line Manager's Comments:** |  |
| **Date:** |  |
| **Line Manager’s Signature:** |  |

|  |  |
| --- | --- |
| **Employee's Comments:** |  |
| **Date:** |  |
| **Employee’s Signature:** |  |

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