****

**Probation Objectives Setting Form**

Before completing this form, please read the “[Policy on Induction and Probationary Arrangements for Professional Services (Grades 6 -9) and Research Employees](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=65135)”

Probation objectives clarify expectations for the new employee and will help both parties have a mutual understanding of expectations and any immediate training needs/support required to succeed. Please review ["guidance on how to set objectives"](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=36787) to support you completing this effectively

The probation objectives should set as soon as possible once employment commences and ideally within 2 weeks.

|  |  |
| --- | --- |
| **Employee Name (Printed)** |  |
| **Job Title** |  |
| **Faculty/****School/****Directorate**  |  |
| **Start date in post** |  |
| **Probationary Period – 9 Months** | **Commences:** **Finishes:**  |

|  |
| --- |
| **Conduct and Behaviour Expected:**  |
| Define expected behaviour aligned with “Our Values” E.g. positive indicators:* *Being helpful and courteous in dealing with colleagues/students/external*
* *Performing duties in timely and punctual manner*
* *Identifying support required in a proactive manner to complete work effectively*
* *Able to work within a diverse team*
* *Communicating effectively within the team*
* *Able to carry out instructions to fulfil necessary tasks*
* *Thinking about ways things could work better and making helpful suggestions*
 |

|  |
| --- |
| **Objective 1:** |
| **What and how will this be achieved? *(e.g. specific target)*****What skills and knowledge are required in order to achieve this? *(consider any training or development needs)*** |
| **Target date:** |

|  |
| --- |
| **Objective 2:** |
| **What and how will this be achieved? *(e.g. specific target)*****What skills and knowledge are required in order to achieve this? *(consider any training or development needs)*** |
| **Target date:** |

|  |
| --- |
| **Objective 3:** |
| **What and how will this be achieved? *(e.g. specific target)*****What skills and knowledge are required in order to achieve this? *(consider any training or development needs)*** |
| **Target date:** |

|  |
| --- |
| **Objective 4:** |
| **What and how will this be achieved? *(e.g. specific target)*****What skills and knowledge are required in order to achieve this? *(consider any training or development needs)*** |
| **Target date:** |

|  |
| --- |
| Clarify with the probationer if they require any [reasonable adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) or accessibility support to help them succeed during the probationary period and beyond. If yes, consider if you need to schedule another meeting with a member of the People and OD Directorate to support.   |

|  |  |
| --- | --- |
| Manager’s signature |  |
| Date |  |
| Probationer’s signature |  |
| Date |  |