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**Record of Probationary Review Meeting**

The probationary review meeting is a structured ‘check-in’ discussion to ensure that the employee is settling into their new role, to provide the opportunity for any concerns or problems to be raised and to provide early feedback on performance and ensure there is a clear supportive plan for any required improvements.

Probationary meetings should ideally be held at regular intervals during the probationary period – ideally every two months. The probationary review forms can be sent to Employment Services once completed.

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| **Name of employee** |  |
| **Department** |  |
| **Name of manager** |  |
| **Employees start date** |  |
| **Probationary Meeting** |  |
| **Date of meeting** |  |

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| **Section 1: Overall Feedback on Behaviours/Conduct/Team Working:**  Please provide feedback on the following areas and jointly discuss with employee during probationary meeting. |
| Demonstrating appropriate behaviours in line with the Universities values and expectations |
| Development of relationship with manager(s), colleagues and students (where applicable): |
| Attendance & Punctuality: |
| If any areas on Section 1 require improvement, please document specific improvement requirements: |
| Any training/development requirements identified: |

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| **Section 2: Performance/Objectives**  Please provide feedback on overall performance and progress made towards any relevant set objectives. | |
| **Objectives** | **Progress to date** |
| Objective 1:  Met/On target to meet/Not Met |  |
| Objective 2:  Met/On target to meet/Not Met |  |
| Objective 3:  Met/On target to meet/Not Met |  |
| Objective 4:  Met/On target to meet/Not Met |  |
| Feedback on overall performance: | |
| Outline any performance improvements required: | |
| **Training/Development:**  If there are any areas for improvement for Section 2 then please identify any training/development requirements to assist with necessary improvements and timescales identified: | |

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| **Section 3: Managers Assessment** | | |
| Managers Overall Comments: | | |
| Progress to date is satisfactory: | Yes | No |
| Progress to date is not satisfactory (Improvements have been identified in Section 1/2) | Yes | No |
| Next Review Date: |  | |

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| Section 4: Employee Feedback/Comments |
| The employee can provide any comments/feedback about their experience of the probationary process (including their role, working environment and conditions). |

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| Manager’s signature |  |
| Date |  |
| Employees signature |  |
| Date |  |