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**Record of Probationary Review Meeting – Final Meeting**

This form should be used in conjunction with [Policy on Induction and Probationary Arrangements for PS (Grades 6-9) and Research Employees](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=65135)

A copy of the completed form should be sent to Employment Services (email addresses below) to issue the relevant letter based on the outcome of the review meeting.

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| Name of employee |  |
| Department |  |
| Name of manager |  |
| Employees start date |  |
| Dates of previous probationary review meetings |  |
| Date of final probationary meeting |  |
| Name of any relevant colleague/TU representative accompanying employee to final 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 there were any areas of improvement from previous review meetings has sufficient improvement occurred?  If not then any please document specific improvement requirements: |
| Any further 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: | |
| If performance improvements were identified in previous review meetings have the necessary improvements occurred?  If not please document specific improvement requirements: | |
| **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: Mandatory Training** | | |
| Has all relevant mandatory training for the role been completed within the probationary period? | Yes | No |
| If no then please ensure that all mandatory training is scheduled and completed within 1 month period | | |

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| **Section 4: Outcome of Probationary Period** | | | | | | |
| Probationary period has been successfully completed | | | Yes | | No | |
| Probationary is to be extended | | | Yes | | No | |
| Reasons for the extension & detail specific areas for improvement: | | | | | | |
| Duration of Extension | **One Month** | | | **Two Months** | | |
| Agreed Support/Training to assist with meeting the required improvements: | | | | | | |
| Date of Next Review Meeting: | |  | | | | |
| Consideration that the Probationary Period  has not been successful and employment  could be terminated with one months’ notice | | | | **Yes** | | **No** |
| Reasons for potential unsuccessful probation period | | | | | | |
| Employees feedback/representations: | | | | | | |
| Confirm employee will receive decision in writing and if employment is terminated the right to appeal within 10 working days of receipt of the letter | | | | | | |
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| **Section 5: Employee Feedback/Comments** |
| The employee may provide any comments about their experience of the probationary process here: |

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

Provide a copy of this completed form to the probationer and a copy should be sent to Employment Services to issue the relevant letter based on the outcome of the review meeting:

* Humanities Colleagues: [People.EmploymentServicesFHUM@manchester.ac.uk](mailto:People.EmploymentServicesFHUM@manchester.ac.uk)
* FBMH Colleagues: [People.EmploymentServicesFBMH@manchester.ac.uk](mailto:People.EmploymentServicesFBMH@manchester.ac.uk)
* FSE Colleagues: [People.EmploymentServicesFSE@manchester.ac.uk](mailto:People.EmploymentServicesFSE@manchester.ac.uk)
* PS and CI Colleagues: [People.EmploymentServicesPSCI@manchester.ac.uk](mailto:People.EmploymentServicesPSCI@manchester.ac.uk)