

Probationary Review

Name of Employee _____ Faculty/Service _____
 Job Title _____ Grade _____
 Date of Commencement _____ Stage 12 weeks / 24 weeks / Final _____
 Date of Review Interview _____

Assessment of Dean of Faculty/Academic Mgr/Head of Service/Line Manager

Criterion	Good	Acceptable	Issues still to be resolved	Unsatisfactory
Performance of work function e.g. professional/functional ability				
General performance e.g. attendance, timekeeping, diligence				
Co-operation and teamwork				
Overall assessment				

Departmental Induction Complete

Yes
 No

Central Induction Complete

Yes
 No

Comments:

Further Action to be Taken: (Mandatory where there are issues to be resolved before completion of the probationary review is finalised)

Staff Development Needs:

Recommendations: (Final Reviews only)

Signed _____ Date _____
 Dean of Faculty/Academic Manager/Head of Service/Line Mgr

Signed _____ Date _____
 Employee

Please note: A copy of this form should be retained by the Head of School/Service and a copy forwarded to Personnel Service. The employee should also be provided with a copy of the signed document.

NOTE:

It is important that an initial PDP is drawn up for the commencement of the appointment, which is intended to focus on the support and training that will be provided during the probationary period and the anticipated level of development into the role that it is expected will be achieved at the end of the period.

The probationary review is necessary at 3 months and the final one preferably by 6 months (9 months if Academic or Research Staff), unless there is a need to review before the recommended time slots.

Unless the reviews have taken place and been documented, an employee can consider that their probationary period has been satisfactorily completed as at the timescale indicated in their contract of employment.