Name:

Manager:

**Directorate:**

Probation End Date:

**Date of Mid-Probation Review meeting:**

**Date of Final-Probation Assessment meeting:**

**Sickness absence (number of days) Mid-Probation:**

**Sickness absence (number of days) Final-Probation:**

There are two formal Probationary Review and Assessment meetings during the probationary period. These are designed to capture the ongoing discussions between manager and employee during probation.

If the manager considers that performance is unsatisfactory at mid-probation stage (and is significant enough to mean that probation may not be confirmed) then they must discuss this with the employee and their Head of Department.

**SUMMARY OF PERFORMANCE**

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| Mid-Probation Review |
| *Please provide your overall view of performance against so far. Please indicate whether performance at this time is satisfactory, whether improvement is needed or whether performance is unsatisfactory.* |

**MID PROBATION REVIEW**

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| --- |
| **Manager**  Taking account of the evidence above, has performance over the period been satisfactory?  Satisfactory  Improvement needed  Unsatisfactory  Signature: Date: |
| |  | | --- | | **Employee Comments (optional)** | |  |   I have seen and had the opportunity to comment on my mid-probation review. |
| Signature: Date: |

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| **Final-Probation Assessment** |
| *Please indicate whether you consider that the employee has achieved acceptable performance and conduct during probation and should be confirmed in post.* |

**FINAL PROBATION ASSESSMENT**

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| **Manager**  Taking into account performance do you recommend that probation should be confirmed?  Yes  No  Signature: Date: |
|  |
| |  | | --- | | **Employee’s Comments (optional)** | |  |   I have seen and had the opportunity to comment on my final probation assessment.  Signature: Date: |