**This form should be used to document progress against set objectives and standards during the probation period.**

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| --- | --- |
| **Employee Name:** |  |
| **Employee ID Number:** |  |
| **Job Title:** |  |
| **School / Unit:** |  |
| **Probation manager:**  **responsible for the probation:** |  |
| **Date of appointment:** |  |
| **Probation end date:** |  |

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| **Grade** | **Probation lengths** |
| **1 & 2** | **3 months** |
| **3 to 5** | **6 months** |
| **6 to 9** | **12 months** |

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| **Probation meetings** | **Frequency** | **Meeting completion date** | |
| **Induction / objective setting meeting** | To be completed by the end of week 2 | DD/MM/YYYY | |
| **Review meetings** | To be completed at least every 2 to 3-months. The number of meetings required will vary depending on the length of the probation period.  For Grades 1 and 2, the meetings should take place roughly every 4-weeks (after the induction meeting). | **1st review** | DD/MM/YYYY |
| **2nd review** | DD/MM/YYYY |
| **3rd review** | DD/MM/YYYY |
| **4th review** | DD/MM/YYYY |
| **5th review** | DD/MM/YYYY |
| **6th review** | DD/MM/YYYY |
| **Final probation review** | At least 2 weeks before the probation end date. | DD/MM/YYYY | |

**Notes:**

* It is not mandatory to print out this form. Signatures/sign-off can be actioned electronically via email.
* During probation, the probation review form should be retained locally by the probation manager, and a copy issued to the employee.
* The [New Staff Learning Portal](https://www.st-andrews.ac.uk/osds/essentials/) provides essential information for new starts, including a list of all [mandatory training](https://www.st-andrews.ac.uk/osds/essentials/mandatory-training-for-employees/) required to be completed during the probation.
* Once the final probation review meeting is concluded, the probation manager should meet with the employee to confirm the outcome of the probation, and notify [HR Probation](mailto:HR%20Probation%20%3chr-probation@st-andrews.ac.uk%3e) so they can release the paperwork to the employee. Employment will not be confirmed until the employee receives official confirmation from HR.
* The [probation policy](https://www.st-andrews.ac.uk/policy/staff-employee-relations-probation/probation-policy.pdf), FAQs on the probation process, and access to probation documentation can be downloaded from the [Probation webpage](https://www.st-andrews.ac.uk/staff/policy/hr/probation/).
* A new probation review form should be used for each meeting.

# Induction/objective setting meeting

**This should take place within the first 2 weeks of joining the University.**

**This meeting should be used to:**

* set clear standards and objectives at the start of the probation period to ensure that the employee knows what is expected of them.
* discuss expected behaviours/team protocols/University strategy and vision.
* identify training needs or support required.
* confirm any [mandatory training](https://www.st-andrews.ac.uk/osds/essentials/mandatory-training-for-employees/) required to be completed during the probation period.

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| **Objectives: These should be linked to the job description (and the wider School/Unit objectives), and will be discussed at each review meeting.** | | | |
| **Objective (SMART)**  Be **specific** and clear on what is expected. Provide clear outputs that are **measurable**, be clear on what the employee is expected to **achieve,** ensuring that the objective is **relevant** to the roleand that a date/**timing** is set to achieve the objective by. | **Measure/result**  How will this objective be assessed/measured? What does success look like? | **Training / development**  Are there any training / development activities required to achieve this objective? | **Time**  When should this objective be achieved by? DD/MM/YYYY |
| e.g., Successful completion of all online mandatory training. | Evidence of successful completion of all mandatory training sessions. | Not applicable. | [Within 3 months of employment start date and no later than probation end date]. |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Probation Review Meeting 1

**These should take place at least every 2 to 3-months**

* The probation manager should refer to section 8.3 of the Probation policy for guidance on how to conduct a probation review meeting.
* This meeting should be used to review progress against objectives set in the **Induction/objective setting meeting.**
* You should complete a new form for each probation review meeting (additional review forms are included in this document for this purpose).
* **Note**: Not all probation review meeting forms need to be completed. Use only the number you require to document progress.
* The [final probation review form](#_Final_Probation_Review) should be completed at least 2 weeks before the end of the probation period.

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| **Review meeting no:** | 1 | **Date:** | DD/MM/YYYY | | | |
| **To be completed by the probation manager in discussion with the employee:**  Tick the relevant box | | | | **Some concerns/ improvement required** | **On target to achieve/**  **satisfactory** | **Achieved /**  **no concerns** |
| Progress against set objectives/standards: | | | |  |  |  |
| Progress against training/development (including recommended & mandatory online training): | | | |  |  |  |
| Behaviour/conduct: | | | |  |  |  |
| Working relationships/collegiality: | | | |  |  |  |
| Absence rate/time keeping: | | | |  |  |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period. The probation manager should also use this space to provide a summary of overall performance / conduct / capability / absence. Areas of concern should be documented in the section below. |
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| **Improvement required** **(if applicable)** | | |
| **Describe what the issue is.** What does the employee need to do? Confirm what objective this relates to (if applicable) | **What action will be taken to address this** e.g., training / coaching. | **Date to achieve this by:** |
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| **Employee comments**  Please use this space to comment on your experience to date e.g., What has gone well? What has not gone so well? What training / support do you feel you need to support you in your role? |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Probation Review Meeting 2

**These should take place at least every 2 to 3-months**

* The probation manager should refer to section 8.3 of the Probation policy for guidance on how to conduct a probation review meeting.
* This meeting should be used to review progress against objectives set in the **Induction/objective setting meeting.**
* You should complete a new form for each probation review meeting (additional review forms are included in this document for this purpose).
* **Note**: Not all probation review meeting forms need to be completed. Use only the number you require to document progress.
* The [final probation review form](#_Final_Probation_Review) should be completed at least 2 weeks before the end of the probation period.

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| **Review meeting no:** | 2 | **Date:** | DD/MM/YYYY | | | |
| **To be completed by the probation manager in discussion with the employee:**  Tick the relevant box | | | | **Some concerns/ improvement required** | **On target to achieve/**  **satisfactory** | **Achieved /**  **no concerns** |
| Progress against set objectives/standards: | | | |  |  |  |
| Progress against training/development (including recommended & mandatory online training): | | | |  |  |  |
| Behaviour/conduct: | | | |  |  |  |
| Working relationships/collegiality: | | | |  |  |  |
| Absence rate/time keeping: | | | |  |  |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period. The probation manager should also use this space to provide a summary of overall performance / conduct / capability / absence. Areas of concern should be documented in the section below. |
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| **Improvement required** **(if applicable)** | | |
| **Describe what the issue is.** What does the employee need to do? Confirm what objective this relates to (if applicable) | **What action will be taken to address this** e.g., training / coaching. | **Date to achieve this by:** |
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| **Employee comments**  Please use this space to comment on your experience to date e.g., What has gone well? What has not gone so well? What training / support do you feel you need to support you in your role? |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Probation Review Meeting 3

**These should take place at least every 2 to 3-months**

* The probation manager should refer to section 8.3 of the Probation policy for guidance on how to conduct a probation review meeting.
* This meeting should be used to review progress against objectives set in the **Induction/objective setting meeting.**
* You should complete a new form for each probation review meeting (additional review forms are included in this document for this purpose).
* **Note**: Not all probation review meeting forms need to be completed. Use only the number you require to document progress.
* The [final probation review form](#_Final_Probation_Review) should be completed at least 2 weeks before the end of the probation period.

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| **Review meeting no:** | 3 | **Date:** | DD/MM/YYYY | | | |
| **To be completed by the probation manager in discussion with the employee:**  Tick the relevant box | | | | **Some concerns/ improvement required** | **On target to achieve/**  **satisfactory** | **Achieved /**  **no concerns** |
| Progress against set objectives/standards: | | | |  |  |  |
| Progress against training/development (including recommended & mandatory online training): | | | |  |  |  |
| Behaviour/conduct: | | | |  |  |  |
| Working relationships/collegiality: | | | |  |  |  |
| Absence rate/time keeping: | | | |  |  |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period. The probation manager should also use this space to provide a summary of overall performance / conduct / capability / absence. Areas of concern should be documented in the section below. |
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| **Improvement required** **(if applicable)** | | |
| **Describe what the issue is.** What does the employee need to do? Confirm what objective this relates to (if applicable) | **What action will be taken to address this** e.g., training / coaching. | **Date to achieve this by:** |
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| **Employee comments**  Please use this space to comment on your experience to date e.g., What has gone well? What has not gone so well? What training / support do you feel you need to support you in your role? |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Probation Review Meeting 4

**These should take place at least every 2 to 3-months**

* The probation manager should refer to section 8.3 of the Probation policy for guidance on how to conduct a probation review meeting.
* This meeting should be used to review progress against objectives set in the **Induction/objective setting meeting.**
* You should complete a new form for each probation review meeting (additional review forms are included in this document for this purpose).
* **Note**: Not all probation review meeting forms need to be completed. Use only the number you require to document progress.
* The [final probation review form](#_Final_Probation_Review) should be completed at least 2 weeks before the end of the probation period.

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| **Review meeting no:** | 4 | **Date:** | DD/MM/YYYY | | | |
| **To be completed by the probation manager in discussion with the employee:**  Tick the relevant box | | | | **Some concerns/ improvement required** | **On target to achieve/**  **satisfactory** | **Achieved /**  **no concerns** |
| Progress against set objectives/standards: | | | |  |  |  |
| Progress against training/development (including recommended & mandatory online training): | | | |  |  |  |
| Behaviour/conduct: | | | |  |  |  |
| Working relationships/collegiality: | | | |  |  |  |
| Absence rate/time keeping: | | | |  |  |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period. The probation manager should also use this space to provide a summary of overall performance / conduct / capability / absence. Areas of concern should be documented in the section below. |
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| **Improvement required** **(if applicable)** | | |
| **Describe what the issue is.** What does the employee need to do? Confirm what objective this relates to (if applicable) | **What action will be taken to address this** e.g., training / coaching. | **Date to achieve this by:** |
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| **Employee comments**  Please use this space to comment on your experience to date e.g., What has gone well? What has not gone so well? What training / support do you feel you need to support you in your role? |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Probation Review Meeting 5

**These should take place at least every 2 to 3-months**

* The probation manager should refer to section 8.3 of the Probation policy for guidance on how to conduct a probation review meeting.
* This meeting should be used to review progress against objectives set in the **Induction/objective setting meeting.**
* You should complete a new form for each probation review meeting (additional review forms are included in this document for this purpose).
* **Note**: Not all probation review meeting forms need to be completed. Use only the number you require to document progress.
* The [final probation review form](#_Final_Probation_Review) should be completed at least 2 weeks before the end of the probation period.

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| **Review meeting no:** | 5 | **Date:** | DD/MM/YYYY | | | |
| **To be completed by the probation manager in discussion with the employee:**  Tick the relevant box | | | | **Some concerns/ improvement required** | **On target to achieve/**  **satisfactory** | **Achieved /**  **no concerns** |
| Progress against set objectives/standards: | | | |  |  |  |
| Progress against training/development (including recommended & mandatory online training): | | | |  |  |  |
| Behaviour/conduct: | | | |  |  |  |
| Working relationships/collegiality: | | | |  |  |  |
| Absence rate/time keeping: | | | |  |  |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period. The probation manager should also use this space to provide a summary of overall performance / conduct / capability / absence. Areas of concern should be documented in the section below. |
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| --- | --- | --- |
| **Improvement required** **(if applicable)** | | |
| **Describe what the issue is.** What does the employee need to do? Confirm what objective this relates to (if applicable) | **What action will be taken to address this** e.g., training / coaching. | **Date to achieve this by:** |
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| **Employee comments**  Please use this space to comment on your experience to date e.g., What has gone well? What has not gone so well? What training / support do you feel you need to support you in your role? |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Probation Review Meeting 6

**These should take place at least every 2 to 3-months**

* The probation manager should refer to section 8.3 of the Probation policy for guidance on how to conduct a probation review meeting.
* This meeting should be used to review progress against objectives set in the **Induction/objective setting meeting.**
* You should complete a new form for each probation review meeting (additional review forms are included in this document for this purpose).
* **Note**: Not all probation review meeting forms need to be completed. Use only the number you require to document progress.
* The [final probation review form](#_Final_Probation_Review) should be completed at least 2 weeks before the end of the probation period.

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| **Review meeting no:** | 6 | **Date:** | DD/MM/YYYY | | | |
| **To be completed by the probation manager in discussion with the employee:**  Tick the relevant box | | | | **Some concerns/ improvement required** | **On target to achieve/**  **satisfactory** | **Achieved /**  **no concerns** |
| Progress against set objectives/standards: | | | |  |  |  |
| Progress against training/development (including recommended & mandatory online training): | | | |  |  |  |
| Behaviour/conduct: | | | |  |  |  |
| Working relationships/collegiality: | | | |  |  |  |
| Absence rate/time keeping: | | | |  |  |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period. The probation manager should also use this space to provide a summary of overall performance / conduct / capability / absence. Areas of concern should be documented in the section below. |
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| **Improvement required** **(if applicable)** | | |
| **Describe what the issue is.** What does the employee need to do? Confirm what objective this relates to (if applicable) | **What action will be taken to address this** e.g., training / coaching. | **Date to achieve this by:** |
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| **Employee comments**  Please use this space to comment on your experience to date e.g., What has gone well? What has not gone so well? What training / support do you feel you need to support you in your role? |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

# Final Probation Review

**This should be held no later than 2-weeks before the probation end date.**

* The probation manager should refer to section 8.5 of the Probation policy for guidance on how to conduct a final probation review meeting.
* The focus of the conversation should cover the points detailed in the probation review meetings, and confirm the outcome of the probation.

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| **Date:** |  | | | | |
| **To be completed by the Probation Manager in discussion with the employee:**  Select the relevant box | | **Not achieved/serious concerns** | **Partly achieved/some concerns** | **Achieved/no concerns** | |
| Progress against set objectives: | |  |  | |  |
| Progress against training/development (including recommended & mandatory online training): | |  |  | |  |
| Behaviour/conduct: | |  |  | |  |
| Working relationships/collegiality: | |  |  | |  |
| Absence rate/time keeping: | |  |  | |  |

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| **Probation manager comments**  These should refer to the agreed objectives set at the beginning of the probation period, and any improvement objectives set throughout the probation period. The probation manager should also use this space to provide a summary of the overall performance/conduct/capability/absence, and suitability for the role. |
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| **Next steps**  Confirm the outcome of the final probation review and outline next steps. | | | |
| **Successful** | Ongoing training/support requirements, progress to the [Review & Development procedure](https://www.st-andrews.ac.uk/policy/staff-progression-and-development-performance-management/review-and-development-scheme-for-support-staff.pdf), confirm that they will receive an email from HR to confirm their probation. | | |
| **Unsuccessful** | Extension to the probation period |  | HR will provide probation manager with documentation to track progress. |
| Invite to formal probation hearing |  | [HR Business Partner](https://www.st-andrews.ac.uk/hr/businesspartner/)will provide guidance on this process. |

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| **Employee comments** |
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| **Employee signature:** |  | **Date:** |  |
| **Probation manager signature:** |  | **Date:** |  |

**The probation manager must send a copy of this document to** [**HR Probation**](mailto:hr-probation@st-andrews.ac.uk) **once the outcome has been confirmed with the employee. (Around 2-weeks before the probation end date).**