

Appendix 1 – Probationary – Target Setting Form

Employee Name:	Reviewer:
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Objective	Measure of Achievement	Timescale	Support Required	Outcome
E.g. To ensure that all Safeguarding procedures are followed	E.g. Reports have been completed and the Safeguarding Officer has processed the reports	E.g. Immediately following a safeguarding incident	E.g. Safeguarding training	Describe whether the objective has been met, to what degree and whether the outcome is satisfactory and meets required standards

All objectives should be SMART objectives:

- 1. Specific – Objectives should specify what they want to achieve.**
- 2. Measurable – You should be able to measure whether they are meeting the objectives or not.**
- 3. Achievable - Are the objectives you set, achievable and attainable?**
- 4. Realistic – Can you realistically achieve the objectives with the resources you have?**
- 5. Time – When do you want to achieve the set objectives?**

Proposed Dates of Interim Review Meetings:	1.	2.	3.	4.
Signed Employee:	Date:	Signed Reviewer:	Date:	