

Appendix 1

PROBATIONARY ASSESSMENT

Name of Employee

Name of Line Manager:

Job Title:

School:

Date of Commencement of employment:

1 month

3 month

5 month

Please complete the questionnaire below giving a full report on this probationer's progress after 1, 3, and 5 months service, adding any comments you consider appropriate to assist the assessment. This report should be discussed with the probationer before they sign the report.

Where performance is unsatisfactory, please indicate areas for improvement and/or training needs. The probationer must sign the report to confirm that they have been made aware of any shortcomings. The report should be placed on the individual's personal file.

Timekeeping/ Absence record:

Absence: (no of absences taken within this review period)

Conduct :

Relationship with manager(s):

Relationship with colleagues:

General ability – consideration in line with the competencies of the post as outlined in the person specification:
(Please provide demonstrable examples)

Attitude to work (e.g., initiative, interest, output, flexibility, customer care etc.)

Development needs/support required during this review period:

General Comments:

Decision

- Proceed to next stage of probation (1st and 3rd month review)

- Satisfactory performance – Confirmation letter to be sent (5th month review only)

- Decision to extend probation period (5th month review only)

- Recommendation to dismiss (Usually at 5th month review can be earlier in exceptional cases)

Please provide reasons to support decision to extend probation or recommend dismissal:

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Employee's comments:

Please return completed form to School HR Person for filing