FINAL PROBATION REPORT FOR SUPPORT STAFF

(to be used at third and final probation meeting)

*[This form can be completed and signed electronically. Please type directly into the boxes as indicated. The boxes will expand as required.]*

|  |  |  |
| --- | --- | --- |
| Name (Printed) |  | |
| Job Title |  | |
| Department/Service |  | |
| Start date in post |  | |
| Date of meeting |  | |
|  |  |  |

## Guidance Notes

The guidance notes are important and Line Managers should aim to follow them at all times.

* The probation period for support staff is 6 months.
* Meetings should have been arranged at 2 and 4 months into the probation period.
* At the meeting the Line Manager should review the standards of work required, acknowledging successes but also explaining any areas where the employee has not met the standards required, if relevant.
* Where performance is satisfactory, the form should be completed outlining how the employee has met the standards and probation confirmed. Objectives will then be set in anticipation of moving into the general appraisal cycle.
* If performance was deemed to be unsatisfactory during the probation period the employee should have been given a ‘Probation Personal Improvement Plan’ setting out the performance problem, the improvement that is required, the timescale for achieving this improvement, a review date and any support that will be given to assist. The PIP should be reviewed and progress assessed. If the performance was only unsatisfactory in the last quarter this should be discussed.
* Probation should only be extended where there is a realistic prospect that sufficient improvement will be made within a short time period. A PIP should be completed outlining improvements required.
* All probation report forms and Probation PIPs will form the supporting documentation if an employee is dismissed during probation for unsatisfactory performance.
* The Line Manager and staff member should both sign the Final Probation Report and to be approved by the Head of Service for signature and then forwarded to the HR Department.

1. Probation objectives

Probation objectives clarify expectations for the member of staff on probation. In order to set objectives it will be useful to have a copy of the job description, the line manager’s objectives and University/Department/ Service objectives.

|  |  |
| --- | --- |
| **What should be achieved?** | **Has it been achieved and how (indicators of success and timescales)?** |
| Objective 1:  Met/Not met |  |
| Objective 2:  Met/Not met |  |
| Objective 3:  Met/Not met |  |
| Objective 4:  Met/Not met |  |
| Objective 5:  Met/Not met |  |
| Development Objective(s)  Met/Not met |  |

|  |
| --- |
| Employee comments on probation objectives: |

1. Behaviours and Relationships

Has the employee built good working relationships (e.g. working as part of a team, responding to supervision and instruction?) and exhibited appropriate behaviours (attendance, respect to colleagues etc.). Are they in line with St Mary’s values?

Yes  No

|  |
| --- |
| Line manager comments |

1. Areas for further training and development

|  |
| --- |
| Line manager comments |

1. Are all essential e-learning modules completed?

* Discovering St Mary’s Induction Event

(Discovering St Mary’s is a half day induction for all staff. Please contact [organisationaldevelopment@stmarys.ac.uk](mailto:organisationaldevelopment@stmarys.ac.uk) for upcoming dates if your new starter had not yet completed this)

* Data Protection Briefing
* Dignity at Work
* Equality and Diversity
* Fire Safety
* Information Security Essentials
* Safeguarding Essentials
* Understanding Health and Safety
* Unconscious Bias

Yes  No

1. It is my recommendation that the above employee should be confirmed in post

Yes  No

1. I recommend an extension of the probation Yes  No

If yes until what date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If extension, outline areas of improvement sought (This should take the form of an ‘Probation Personal Improvement Plan’ setting out the performance problem, the improvement that is required, the timescale for achieving this improvement, a review date and any support that will be given to assist the probationer). The PIP should be issued to the probationer; a copy of this should be forwarded to the HR Department along with the completed probation report.
2. I recommend the probation is not passed – to set up Hearing Yes  No

Outline reasons:

|  |
| --- |
|  |

Signed

|  |  |  |
| --- | --- | --- |
|  |  | Line Manager |
|  |  | Name |

|  |  |  |
| --- | --- | --- |
|  |  | Employee |

**AGREED:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
|  | Head of Department |  |  |

***Please return the original completed form to the Human Resources Department, or email to HR Services (hrhelpdesk.stmarys.ac.uk).***

**END OF PROBATION REPORT**

*This form should be completed at the end of the probation period by the Line Manager– please refer to the guidance notes on Page 1*

|  |  |
| --- | --- |
| Name (Printed) |  |
| Job Title |  |
| Faculty/  Department/Service |  |
| Start date in post |  |
| Date of meeting |  |
| Probation end date |  |

|  |  |
| --- | --- |
| It is my recommendation that the above employee should be confirmed in post | Yes  No |
|  |  |

Justification by Line Manager for confirmation/non confirmation in post

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
|  | Line Manager |  |  |

**AGREED:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
|  | Head of Service/faculty Business Manager |  |  |

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