PROBATION REPORT FOR SUPPORT STAFF

*[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 |  |
| Faculty/  Department/Service |  |
| Start date in post |  |
| Date of meeting |  |
| Probation Report  (please select by placing ‘x’ in box) | 1  2 |
|  | Please use the separate Final Probationary Report form for the final probation 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.
* Probation objectives are set by the line manager. Both line manager and staff member should reflect on probation objectives and use the comment boxes in section 1 to look at progress against the objectives.
* Meetings should be arranged at 2, 4 and 6 months into the probation period. Please use the FINAL probation form for the 6 month review.
* At the meeting the Line Manager should explain the standards of work required and the consequences of failure to meet the necessary standards should also be explained.
* If performance is deemed to be unsatisfactory during the probation period the employee should be issued with 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 employee.
* Additional review meetings should be arranged if performance is deemed to be unsatisfactory during the probation period.
* All probation report forms and Probation Personal Improvement Plans will form the supporting documentation if an employee is dismissed during probation for unsatisfactory performance.
* The Line Manager and employee should sign and date the bottom section of the form (electronic signatures can be used if completing the form electronically).
* The form can be emailed to HR Services once completed.

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)? (Line manager comments)** |
| 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. Essential training commenced and/or 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

(Please select by placing ‘x’ in the relevant box)

Signed

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

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

***Please return the completed form (and Probation PIP if applicable) to the Human Resources Department or email to HR Services (hrhelpdesk@stmarys.ac.uk).***