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 the HR Helpdesk (hrhelpdesk@stmarys.ac.uk) 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 on [SMILE](https://www.stmarys.ac.uk/hr/learning-and-development/smile/smile.aspx):
     1. GDPR UK
     2. Equity and Diversity
     3. Information Security - GDPR
     4. Safeguarding Adults
     5. Health and Safety
     6. Fire Safety
  2. [Welcome to St Mary’s – a half day induction](https://www.stmarys.ac.uk/hr/learning-and-development/induction/quick-start-guide-for-new-staff.aspx).

Yes  No

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

* 1. Role specific essential modules and H&S modules completed:

Certain roles are required to complete additional [essential modules](https://www.stmarys.ac.uk/hr/docs/organisation-development/essential-training-matrix.pdf) or health and safety training.

Yes  No  Not Applicable

Signed

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

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

***Please return the completed form (and Probation PIP if applicable) to*** [***the Human Resources Department***](https://www.stmarys.ac.uk/hr/hr-contacts/hr-contacts.aspx) ***or email hrhelpdesk@stmarys.ac.uk.***