

## Probation Form

This form is to be completed by the Head of Department/Function.  
'Probation Procedure - Guidance Notes for Managers' should be used to assist with this procedure.

**Employee's Name** \_\_\_\_\_

**Manager's Name** \_\_\_\_\_

**Department** \_\_\_\_\_

### **MEETING 1** (within first 2 weeks of commencement of employment)

Date of Meeting: \_\_\_\_\_

- a. Highlight areas of emphasis in job description

- b. Highlight any training needs there may be and how best this can be delivered  
(Discuss these with the Human Resource Department if training is external to the department/functions required)

- c. Assistant Lecturer Appointments – If the individual does not have an appropriate postgraduate qualification, identify what areas of study should be under consideration. *Consult with HR.*

- d. AOB  
Time and date of next meeting (half way through the probation period).

**MEETING 2** (mid-point of probation period)

Date of Meeting: \_\_\_\_\_

- a. Review progress from Meeting 1.  
Look at Job Description – highlight areas covered/not covered and reasons.

- b. Working with colleagues, students, public etc.

- c. Policies and Procedures

- d. Overall performance

- e. Outcome and arrange a date for Meeting 3

**MEETING 3** (at least 1 month before end of probation procedure)

Date of Meeting: \_\_\_\_\_

a. Review of outcomes from Meeting 2

b. Job Description

c. Working with colleagues, students, public etc.

d. Policies and Procedures

e. Overall Performance

f. Outcome

**A. Confirmation of successful completion of probation period**

I confirm that \_\_\_\_\_ has successfully completed his/her probation period.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**B. Extension of probation period**

I confirm that \_\_\_\_\_'s probation period is to be extended for \_\_\_\_\_ months, up to \_\_\_\_\_

Date of final meeting \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to the Human Resources Office upon completion.**

*This form will be retained on the individual's personnel file for 2 years following the successful completion of the probation period.*