# Logo, University of Leeds

# Corporate Services

Human Resorces

# Probation record

**Name of Probationer:**

**Probationers email:**

**Phone Ext:**

**School:**

**Date of Appointment:**

**Position:**

**Name of Adviser:**

**Advisers email:**

**Phone Ext:**

**Length of Probation (Months / Year):**

**Notes: Section 1 to be completed by the Adviser within two months of the member of staff commencing employment. Please ensure the probationer has a signed copy of this document after each stage has been completed and keep the electronic copy safe as you will need it to monitor progress in meeting the objectives and to return to Human Resources on completion of the probationary period.**

**Staff should complete sections 1 (plan), 2 (mid point review) and 3 (confirmation of successful completion of probation). For information on probation please refer to the** [**Human Resources Policies website**](http://www.hr.leeds.ac.uk/policies/) **at or call your Human Resources contact.**

Conversations about staff development provide an opportunity to ask all staff if they have everything they need and if everything is working effectively for them. It is important that managers arrange a **separate meeting** to discuss and agree workplace adjustments, independent from probation review meetings. Queries about workplace adjustments can be directed to HR.

## Section 1: Objectives

List the objectives set for the probationer that relate specifically to the requirements of the post as set out in the job description, person specification and the strategic objectives of the School. Please indicate the timescale for the completion of each objective.

List details and expected completion dates of your plans to help the probationer achieve the objectives e.g.: provision of guidance, training and development opportunities, monitoring and evaluating progress.

Signature of Probationer:

Date:

Signature of Adviser:

Date:

## Section 2: Mid Point Review

Section 2a: **to be completed by the probationer then passed to the adviser to complete Section 2b before the review meeting.** **With reference to Section 1 and the deadlines indicated, please state:**

* Have your first set of targeted objectives been met? YES/ NO
* Have you undertaken the training or other self-development initiatives indicated? YES/ NO
* What in relation to the objectives set do you think are your main achievements over the past 6/12 months?
* Do you require any additional training not mentioned in Section 1? YES/ NO
* If yes, please indicate the areas you would like this to cover.
* Are there any other comments you wish to make?

### Section 2b: to be completed by the adviser after the probationer has completed Section 2a. With reference to the objectives set in Section 1:

* Please comment on the probationer’s performance and progress;
* Are there any areas of particular concern where progress is not being made? YES/ NO
* If yes, please give specific details.
* Please attach a brief plan of advice, guidance and training to be provided by the School, which will address these concerns and permit progress to be judged as satisfactory at the end of the probationary period.
* Please give details separately of any newly agreed objectives and the School’s plans and timescale for providing guidance and developmental opportunities for these objectives.
* Do you have any other comments?

Signature of Probationer:

Date:

Signature of Adviser:

Date:

### Early Completion of Probation

Recommendations for early completion of probation are encouraged, where appropriate, at any time during the appointment. Please complete Section 3 and send the completed and signed report to Human Resources

## Section 3: recommendation for completion

**(Please complete and return to Human Resources)**

* Has the probationer’s performance and progress achieved a satisfactory standard? YES / NO
* Have all the objectives stated in Section 1 (and Section 2 if relevant) been met? YES / NO
* Do you wish to recommend **Early** completion of probation? YES / NO
* Date from which completion of Probation should take effect: \_ \_ / \_ \_ / \_ \_ \_ \_
* We confirm that the above is a true and accurate record and that probation should now be officially confirmed as having been completed.
* Work Objectives for the next 12/24months
* Areas for skills and ability development including ways in which this can be achieved
* Consider wider career aspirations

**Probationer**

Print Name:

Signature:

Date:

**Adviser**

Print Name:

Signature:

Date:

**Head of School**

Print Name:

Signature:

Date:

## Section 4 – Non Confirmation of Appointment

Please contact Human Resources as soon as possible and prepare a detailed statement giving reasons for recommending non-confirmation of probation.

# Probation Plan

When completing a plan for probation, reference ought to be made to the requirements of the post as set out in the job description, person specification and relevant strategic objectives of the School.

# Example – Academic/Academic-Related

**State Objectives**

* these should be developmental and examples of possible areas / targets are given below:-

**Teaching**

* completion of Teaching and Learning Certificate if appropriate
* development of a satisfactory teaching profile
* expected research student supervision and
* management
* expected number of student assessments
* involvement in methods of design, curriculum change, evaluation of teaching

**Research**

* expected number of publications and contribution to REF – state timescale
* expected level of grant funding – state timescale
* any specific School research activities
* expected competency level in relation to research methodologies, data and experimental design
* project management

**Administrative**

* organisational role within the School
* expected managerial role (where appropriate) in relation to staff, finance and other resources
* level of input; School strategic planning, administration and committee participation

**Other areas**

* Information Technology / Projects / Subject specific initiatives

# **Plans to help probationer achieve objectives**:-

**Training**

* formal - required attendance on external and internal courses
* informal - mentoring, ‘on job’; peer observation

**Guidance**

* regular meetings with advisor, assistance available from other colleagues within the School and collaboration with colleagues from other Schools

**Developmental Opportunities**

* special project assignments / initiatives to develop specific skills e.g. management, leadership, teaching and research

**Maintaining and evaluating progress**

* regular meetings with advisor and / or Head of School (or nominee)