**FOR THE REVIEWER**

The probationary period of your employee is due to end. Please record your views (on the following pro forma) regarding their progress to date and suitability for the position.

Assuming you indicate satisfactory progress confirmation of appointment will be sent to the employee.

If you have any concerns about their performance, conduct or progress, please speak to your [HR Advisor](https://www.exeter.ac.uk/staff/employment/abouthr/contact/businesspartnersadvisors/) as soon as possible.   If performance is not satisfactory, timely action will need to be taken, as indicated in the Notes for Guidance below.

It is important that you take every care with your response and, if in doubt, discuss any problem you foresee with your HR Advisor. Decisions made at this time can have long lasting implications both with regard to your Faculty/Service and the individual in question.

**It is your responsibility to ensure your employee has completed the mandatory training.**

**Notes for Guidance – Managing Unsatisfactory Performance**

In cases of unsatisfactory performance, action along the following lines should be considered (action can be taken at any time during the probationary period, generally the earlier issues are addressed the better):

* The employee's attention should be drawn informally, to the areas in which their performance is deficient and advice should be given on how to improve including the period, where appropriate, within which this improvement has to be affected. A note should be made of the date and circumstances of any such informal talks and guidance, and it should be sent (or kept) for inclusion in the employee's personal file.
* It should be ensured that any appropriate training or instruction has been or will be given.
* It should be ensured that there is supervision by someone competent and experienced and supportive.

If the performance is still inadequate after a reasonable interval, the following courses of action may be considered:-

* extension of probation period dependent on the length of time considered appropriate for the individual to develop the necessary skills to carry out the job effectively, up to a maximum of 3 months (12 months for E&R). Please consult with your HR Advisor for more information and support on this process.;
* non-confirmation of appointment. During the probationary period it may not always be considered appropriate to follow all the formalities of the disciplinary procedure. Under no circumstances, however, should an appointment not be confirmed without clear evidence of prior conversations/communication with the individual. Please consult your HR Advisor for more information and support on the “Procedure for Non-Confirmation and Dismissal within the Probationary Procedure”;
* transfer to a more suitable position.

(<https://www.exeter.ac.uk/staff/employment/managers/recruit/probation/>)

 FINAL PROBATION REPORT

|  |  |
| --- | --- |
| Name of employee: |  |
| Position: |  |
| Faculty/Service: |  |
| Date of final review: |  |
| **Please comment on:** |  |
| * Work relationships (team work and interpersonal and communication skills)
 |  |
| * Attendance / timekeeping
 |  |
| * Ability to effectively follow instructions
 |  |
| * Overall capability in the role and demonstration of skills required
 |  |
| To pass probation staff must complete training deemed to be mandatory for their role. **Line Managers are responsible** for identifying mandatory training that each member of staff must undertake. * To identify training that is either mandatory for all staff, or specific to an individual role, visit the mandatory training lists on the [Mandatory Training Web Page](https://www.exeter.ac.uk/staff/development/mandatory/)
* Line Managers will need to read through all of the options and compare the requirements of the member of staff’s role to the mandatory training listed.
* Staff are automatically enrolled on the mandatory online courses for ‘all staff’ and for their grade, they can check this by logging into [Learn Upon](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/). If there are further courses on system which an individual is required to complete, as part of their role, they can [self-enrol](http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/learningdevelopment/LearnUpon_Quick_Guide_to_logging_in_v2.pdf) via the LearnUpon catalogue once logged into their account.

The [‘Information for managers and supervisors’](http://www.exeter.ac.uk/staff/development/about/guidance/) shows you how to find a list of all the training completed by a member of staff or visit your My Team page on the MI Hub. |
| **Please list all ‘mandatory’ and ‘essential’ training** that has been completed by this member of staff:I confirm that I have checked against the list of mandatory/essential training and this member of staff has completed all the items they needed to complete before probation period has ended. YES [ ]  |
| Further detailsPlease use this space to provide further details on the employee’s ability to effectively perform tasks outlined in the job description, achievement of targets set and any other issues of relevance: |
| **Employee’s Comments**This space can be used by the employee to make their own comments on any of the above: |
| **Actions/Recommendation**For final reports (please tick):[ ]  Confirmation of employment to be sent individual (please now upload to [Trent/People Manager](http://www.exeter.ac.uk/staff/employment/managers/recruit/probation/) which will generate the confirmation letter - see our [Trent user guide](https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/Quick_Reference_Guide_-_Electric_-_Recording_Completion_of_Probation.docx) for details).[ ]  Concerns raised over employee’s performance, letter to individual to extend the period of probation by …. months (up to a maximum of 3 months (12 months E&R) – see Notes for Guidance), (please now forward this report to hradvisors@exeter.ac.uk who will help you manage this process (do not upload to Trent/People Manager as this will generate a confirmation of appointment letter). Please detail reasons for extension: Outline of remedial action agreed:

|  |  |  |  |
| --- | --- | --- | --- |
| Objective | Method | Support/Training required | Review date |
|  |  |  |  |

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| SignaturesI confirm that this report has been discussed with the employee. |
| Line manager: |  | Date |  |
| I confirm that I have seen this report. |
| Employee: |  | Date |  |