

**Essential Reference Paper
Probationary Policy**

Probationary Review Meeting

Name:	Post Title::			
Directorate: Service:	Start Date: End Date:			
Review Period: 6 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> Final review 20 weeks <input type="checkbox"/>				
	Excellent	Very Good	Satisfactory	Needs Development
Ability to work without supervision				
Reliability/Timekeeping				
Relations with other work colleagues				
Attendance records				
Key Objectives for the post. Managers to set SMART objectives to be achieved during probationary period				
1.	Excellent	Very Good	Satisfactory	Needs Development
2.				
3.				
4.				
5.				
6.				
Any areas that need development before next review:				
Record of good practice/performance delivered:				
Agreed by Employee: -----Agreed by Manager: -----				
To be completed for final review only				
I confirm that the above person has successfully completed their probationary period. HR please send a letter confirming them in their post				
Manager signature: ----- Date: -----				

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Separate forms to be completed by Manager for all three review periods and sent to HR