**PROBATIONARY REPORT FORM FOR ALL STAFF IN**

**GRADES 6 AND ABOVE (OTHER THAN ACADEMIC STAFF)**

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| Probationer: |  |
| Position: |  |
| Grade: |  |
| Department: |  |
| Line Manager: |  |
| Centre Administrator:  (MHLS only) |  |
| Date of Appointment: |  |
| Probation Start Date: |  |
| Probation End Date: |  |

**Once form is completed and signed by all parties, Line Managers should return this probationary report form to HR Hub (**[**hrhub@qub.ac.uk**](mailto:hrhub@qub.ac.uk)**) on completion of the probationary period.**

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| **Summary of Performance During Probationary Period**  **(To be completed by the Line Manager at the end of probation or earlier if performance/conduct is unsatisfactory). With reference to the objectives and timescales set at the beginning of the probationary period, please comment on the probationer’s performance.** | |
| **Objective** | **Summary of Performance During Probation**  Please indicate whether the objective was achieved or not  and comment as appropriate |
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| **Recommendation from Line Manager (To be completed by the end of probation or earlier if performance/conduct is unsatisfactory).**  **Please tick as appropriate\*:**   1. **Confirm in post \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Extend Probationary Period: \_\_\_\_\_\_\_** 2. **Terminate Employment: \_\_\_\_\_\_\_ 4. Other: \_\_\_\_\_\_\_\_\_\_ (please specify below)**   **Comment :**  **Signed (Line Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\*** If you are **not** recommending confirmation in post, please detail the reasons for this and contact the People and Culture Directorate and Head of School/Director/Senior Manager for their attendance at the meeting to discuss recommendation. | |
| **Date of Review Meeting to Discuss Recommendation \_\_\_\_\_\_\_\_\_\_\_\_\_ (To be completed by Line Manager)**  **Where probationer is confirmed in post, please ensure that the probationer signs this completed report below and has been provided with a copy.** | |
| **Where a Probationer is Confirmed in Post-Confirmation by Probationer of receipt of copies of all documents:**  **I confirm that I have had a meeting with my Line Manager to discuss the recommendation from him/her to confirm me in post and received a copy of this completed report form and have received a copy of all relevant documentation.**  **Comment :**  **Signed (Probationer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **To be signed by Head of School/Director/Senior Manager (Mark as Appropriate)**  **Uphold Recommendation \_\_\_\_\_\_\_**  **Amend Recommendation (Specify Amendment) \_\_\_\_\_\_\_**  **Comment (if appropriate) :**  **Signed (Head of School/Director/Senior Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Once form is completed and signed by all parties, Line Managers should return this probationary report form to HR Hub (**[**hrhub@qub.ac.uk**](mailto:hrhub@qub.ac.uk)**) on completion of the probationary period.** | |