**Probation report for:** [Insert Individual’s Name]

**Job Title:** [Insert Individual’s Job Title]

**School / Professional Services Department:** [Insert name of School / Professional Services Department]

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| --- | --- |
|  **Criteria** |  **Details of key points/issues discussed**  |
| Please evidence the individual’s progress so far in undertaking the main duties listed in their job description. |  |
| Staff development undertaken since appointment began. |  |
| Comments relating to timekeeping and attendance/availability. |  |
| Comments relating to work relationships (teamwork/interpersonal/communication skills). |  |
| Where concerns have been identified, please detail how these will be addressed during the remaining probationary period, including any support/training offered. |  |
| If any areas of performance and/or conduct require improvement, please provide details. |  |
| Confirm date of completion of the following online modules available at LearnUpon (link available via the logged-in staff page) | UCISA Information Security Awareness:GDPR:Diversity in the Workplace:Health & Safety:HR Weekly Welcome:ICT Weekly Induction:University Staff Induction: |
| If this is a FINAL report, please confirm if the probation is to be confirmed as satisfactorily completed, extended or contract to be terminated? |  |
| Report completed by line manager ........... (please insert name & date) |  |
| Date probation report discussed and copied to staff member |  |
| **For FINAL Reports only** - Report approved by .......... (please insert name of HoS/HoD & date)  |  |