



Probationary Review

Name of Employee: _____ School / Service: _____

Job Title: _____ Grade: _____

Date of Commencement: _____ Stage: _____

Date of Review Interview: _____

Assessment of Line Manager

Criterion	Good	Acceptable	Issues still to be resolved	Unsatisfactory
Performance of work function e.g. professional / functional ability				
General performance e.g. attendance, timekeeping, diligence				
Co-operation and teamwork				
Overall assessment				

Departmental Induction Complete Yes ☐

Central Induction Complete Yes ☐

Comments:



**University of
Greater
Manchester**

Further action to be taken: (mandatory where there are issues to be resolved before completion of the probationary review is finalized)

Staff development needs:

Recommendations (final reviews only):

Signed **Date**
Senior Manager / Head of School / Director / Line Manager

Signed **Date**
Employee

Please note: A copy of this form should be retained by the relevant line manager and a copy forwarded to Human Resources. The employee should also be provided with a copy of the signed document.

NOTE:

Probationary reviews will be conducted at 4 weeks, 8 weeks, and a final review preferably by eleven weeks, unless circumstances require an earlier review.

The length of the probationary period is 3 months.

Confirmation of satisfactory completion of the probationary period will take place at the relevant timescale, provided that:

- All scheduled probationary reviews have been completed and documented.
- Any issues identified during the probationary period have been fully and satisfactorily resolved.

If probationary reviews have not taken place and been documented, the employee may assume that their probationary period has been satisfactorily completed in line with the timescales indicated in their contract of employment.