



CONFIDENTIAL

GENERAL STAFF PROBATION REPORT FORM
(normally to be completed half way through the probationary period)

SECTION 1
PERSONAL PARTICULARS
(to be completed by the Employment Services Advisor)

Name: _____

School/Section: _____

Position: _____

Date commenced duty: _____

Date confirmation due: _____

ADVICE TO HEADS OF SCHOOL/SECTION

The purpose of this report is to gain an accurate description of the staff member's conduct and work performance so that a decision can be taken on the confirmation, extension or termination of appointment.

The report also enables deficiencies in work performance to be highlighted and provides for action to be identified to seek to overcome those deficiencies. It is important to identify a staff member's strengths and weaknesses at an early stage so that appropriate developmental action can be taken.

Section 2 and 3 of this form require comments on the new staff member's work performance and conduct. You should comment under each heading in as much detail as possible. In most cases it will not be sufficient to say only 'satisfactory' or 'unsatisfactory'. Descriptive statements should be made and where possible examples cited to illustrate the point.

If a heading is not relevant to a staff member's performance, note this in the space provided and give the reason e.g. under 'Relations with Clients' you might note 'Cannot comment, no contact'.

The list of headings is not intended to be exhaustive. If some aspects of conduct and work performance which you regard as important are not covered, please comment under Section 4, Other Comments.

SECTION 2 CONDUCT

Attendance: eg. adherence to prescribed hours of work; use of flexitime privileges. If unsatisfactory, state frequency and extent of lapse.

Relations with other staff members: eg. ability to work with others.

General behaviour: Does it conform to the general standard which could reasonably be expected of a staff member? If no, give examples.

SECTION 3 WORK PERFORMANCE

Quality of Work: eg. Accuracy, including frequency and seriousness of errors, attention to detail.

Work output: eg. rate of working, ability to meet deadlines, performance under pressure.

Application: eg. concentration, self-motivation, thoroughness, persistence, need for supervision.

Drive and energy: eg. enthusiasm, interest in work, efforts to increase job knowledge.

Relations with clients: including University staff members and members of the public: eg. courtesy, ability to deal with requests, ability to handle complaints, consideration, telephone manner.

Expression: eg. ability to convey meaning clearly, grammar, style.

Written:

Oral:

SECTION 4 OTHER COMMENTS

If you feel that any relevant aspects of the staff member's conduct and work performance have not been adequately described above, give details: eg. you may wish to note some area of work performance where the staff member has displayed particular skill or aptitude, or factors such as health problems which may have affected work performance.

SECTION 5 CORRECTIVE ACTION

If the staff member's report is not altogether satisfactory:

- (a) Have any weaknesses been drawn to his/her attention? (If yes, show dates and whether advice was oral or written).

With what result?

Note: If weaknesses have not been drawn to his/her attention previously, this should be done when the report is discussed with the staff member.

- (b) Has the staff member undertaken all duties on his/her position description?

- (c) Follow-up action required (eg. training, counselling):
-

SECTION 6
RECOMMENDATION BY THE HEAD OF SCHOOL/SECTION

The separate assessments made earlier in this report will contribute to your recommendation which should take into accounts such factors as:

- whether favourable assessments in some areas outweigh low assessments in other areas;
- rate of progress;
- tendency for performance to improve or remain static;
- other factors which may have affected work performance eg. health or frequent changes in duties. These should be noted under Section 4, Other Comments.

The report is noted (after first six weeks). The probationary period should continue until the end of the first three months;

The probationary period should be extended by three months;

The probationer's appointment should be terminated from/...../.....

COMMENTS

Supervisor

Date

Head of School/Section

Date

When you have completed and signed this form, invite the staff member to read and discuss it. The staff member should then be asked to complete Section 7.

SECTION 7
STAFF MEMBER'S COMMENTS

I have read the above report concerning my conduct and work performance.

I do/do not agree with the comments made and wish to make the following comments:

Staff Member's Signature

Date
