## Probationary Review

The full procedure can be viewed at: To be added
The policy to which this process is linked, can be viewed at: http://www.ucl.ac.uk/hr/docs/prob_procedure_links.php

This service standard is owned by Mike Sainsbury, Employment Contract Manager. If you have any complaint relating to this procedure, please contact him at: m.sainsbury@ucl.ac.uk, or on extension 53016

<table>
<thead>
<tr>
<th>Task name</th>
<th>Action</th>
<th>Standards</th>
<th>Responsibility</th>
<th>Dependencies</th>
</tr>
</thead>
</table>
| Issue letter to employee | ECA will, subject to the completion and receipt of the dependencies set out in this process:  
- Where the probation review form is not in respect of the final probation review,  
  o update the employees record accordingly;  
- Where the probation review form is in respect of the final probation review, and the form states that the employee has attained satisfactory and compliant levels of performance;  
  o Provide the Employee, copied to the Head of Department, with a letter confirming their appointment, and update their HR record accordingly:  
  o Inform the Senior HR Consultant for the relevant School and ask that they liaise with the employees manager;  
- Where the probation review form is in respect of the final probation review, and the form states that the employee has not attained satisfactory and compliant levels of performance; | Quality  
Correct letter and form templates, checked and then signed by ECS.  
Timeliness  
All documents to be sent to the Employee, HoD and Payroll, within 10 days of the day following receipt of all dependencies. | Employment Contract Supervisor  
ECS | 1. Department - has:  
- Sent a first, second or final probationary review form, stating whether employee:  
  o Has attained satisfactory or compliant levels of performance and should be confirmed in their position; or,  
  o Has not attained satisfactory or compliant levels of performance and should be confirmed in their position.  
- Employment terminated;  
  o not be confirmed in their position; or  
  o have their probation extended, or  
  o employment terminated. |