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**LONDON’S GLOBAL UNIVERSITY**

**Confidential**
**PGTA Record of probationary review meeting**

To be completed at the review meetings. Where performance is unsatisfactory, the manager should contact their [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details) for further advice **before** the meeting.

**Name of employee:**

**Name of manager:**

**Date of meeting:**

Has the employee completed their [mandatory training](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning)? **Yes / No.** If no, provide comment:

Has the employee completed other essential training e.g. [Arena for PGTAs](https://www.ucl.ac.uk/teaching-learning/professional-development/ucl-arena/ucl-arena-pgtas)?

1. Is the probationer meeting the behavioural standards for their grade as outlined in the [Ways of Working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working):
2. Relationship with manager(s), colleagues, and students (where applicable):
3. Attendance, punctuality, and overall conduct:
4. List the objectives:
5. Has the probationer met their objectives?
6. Ask the PGTA if they require any [reasonable adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) or accessibility support?

**For final meeting - Manager’s overall assessment** (*tick one box only*):

1. Probation completed satisfactorily  [ ]
2. Probation period to be extended [ ]
3. Probation not completed and employment to end [ ]

If satisfactory, **probationer’s comments**:

1. **Probation completed satisfactorily**

Probationer to add any comments. A copy of the completed form must be provided to the probationer and to HR Services, so a formal probation completion letter can be sent out.

1. **Probation period to be extended**

Probation is to be extended by months, until .

Reasons for the extension:

Areas in which improved performance is required:

Support/training that will be provided to support the probationer in improving their performance:

Pass this form to the probationer to add any comments and then ensure it is signed by all parties. A copy of the completed form must be provided to the probationer and to HR Services, so the probationary end date can be updated.

 **3. Probation not completed, and employment to end**

Summary of discussion:

A minimum of 2 weeks’ notice has been given and probation will end on .

The employee has the right of appeal against this decision. They must be informed of the appeals process which can be found within [Appendix H](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/ending_a_probationary_period_and_the_appeal_process.docx).

Pass this form to the probationer to add any comments and then ensure it is signed by all parties. A copy of the completed form must be provided to the probationer and to HR Services and the local administrator must complete a leavers form on [Departmental Transactions](https://www.ucl.ac.uk/human-resources/about-hr/myhr/myhrii-project/department-transactions).

(If assessment is number 2 or 3) **Probationer’s comments:**

Manager’s signature:

Probationer’s signature:
Date: