**LONDON’S GLOBAL UNIVERSITY**

**Record of Final Probationary Review Meeting**

**Confidential**

To be completed at the final review meeting before the end of the probationary period.

Where performance has been unsatisfactory, the manager should contact their HR Business Partner for further advice before the meeting.
The employee must be given a copy for their own records.

|  |  |
| --- | --- |
| Name of employee |  |
| Department |  |
| Name of manager |  |
| Head of Department |  |
| Employee start date |  |
| Date of meeting |  |
| Name of anyone else present:  |  |

|  |  |
| --- | --- |
| Has the employee completed their [mandatory training](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning):* [Local fire checklist TN086](https://www.ucl.ac.uk/estates/safety-ucl/fire-safety/fire-training)
* [Local safety induction](https://www.ucl.ac.uk/safety-services/local-safety-induction-checklist-managers)

The following [online mandatory training courses:](https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/mandatory-training)* UCL fire safety
* UCL safety induction
* Data Protection and Freedom of Information
* Information Security Training with Cybsafe

**WITHIN FIRST 6 WEEKS:*** Introduction to Equality, Diversity and Inclusion
* Change possible: Sustainable UCL
* Disclosing and Managing Conflict of Interest
* Prevent at UCL

Other [role specific training](https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/mandatory-training) appropriate to the role:**Appointment will not be confirmed unless all mandatory training has been completed.**  | **Date completed:** |

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| Has the employee completed a [Display Screen Equipment (DSE) Assessment](https://www.ucl.ac.uk/safety-services/policies/2021/nov/display-screen-equipment-dse-assessment)? |
| 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): |
| Relationship with manager(s), colleagues, and students (where applicable): |
| Attendance, punctuality, and overall conduct: |
| Has the probationer met their objectives? |
| Any other training/development opportunities undertaken: |
|

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| --- |
| Ask the probationer 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. If yes, consider scheduling another meeting to complete an [Agreement of Consistent Treatment](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support-staff-students-and-managers/disability-equality/defining-disability-and). N.B. A Reasonable Adjustment is any step or steps UCL can reasonably take to prevent any provision, criterion or practice, or any physical feature of its premises, from putting a disabled person at a disadvantage in comparison with a non-disabled person.  |

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**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** [ ]

|  |
| --- |
| 1. **Probation completed satisfactorily**

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 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 2/4/12 weeks’ notice (delete as appropriate) 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).1. 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).
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 **Probationer’s comments:**

|  |  |
| --- | --- |
| Manager’s signature |  |
| Date |  |
| Probationer’s signature |  |
| Date |  |
| Head of Department’s signature |  |
| Date |  |

Provide a copy of this completed form to the probationer and to HR Services.