**Record of First Probationary Review Meeting**

**LONDON’S GLOBAL UNIVERSITY**

**Confidential**

To completed at the first review meeting, held at the end of the first month of employment, before both parties sign it.

The employee must be given a copy for their own records.

|  |  |
| --- | --- |
| Name of employee |  |
| Department |  |
| Name of manager |  |
| Employee start date |  |
| Date of meeting |  |
| Name of Mentor allocated (if applicable):  |  |

|  |  |
| --- | --- |
| Has the employee completed their [mandatory training](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning):**DAY ONE:*** [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:** |
| 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)? | **Date:** |

|  |
| --- |
| Is the probationer meeting the behavioural standards 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: |
| Objectives for the probationary period: |
| Any training/development requirements identified: |
| Any areas in which improved performance is required: |
| Support/training that will be provided to support the probationer in improving their performance: |
| 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.  |

**Manager’s overall assessment:**

**Progress satisfactory** [ ]

**Progress not satisfactory** [ ]

**Probationer’s comments:**

|  |  |
| --- | --- |
| Manager’s signature |  |
| Date |  |
| Probationer’s signature |  |
| Date |  |
| Head of department’s signature (where applicable) |  |
| Date |  |

Provide a copy of this completed form to the probationer. If progress is not satisfactory, please contact your HR Business Partner for further advice.