UNIVERSITY OF DUNDEE

PROBATIONARY REVIEW

ADMINISTRATIVE, LIBRARY AND COMPUTING (ALC) STAFF

Head of Department's Report

Name

__________________________________________

Department

__________________________________________

Date of Appointment

__________________________________________

Date probationary period ends

__________________________________________

Date of probationary review

__________________________________________

☐ Interim Review

☐ Final Review (9 months)

Recommendation of Head of Department/School following final review:

☐ the appointment should be confirmed at the end of the probationary period;

☐ the probationary period should be extended to allow the opportunity to improve performance and/or meet targets set or, in certain circumstances, to allow sufficient time to show competence in more complex and specialised roles;

☐ the appointment should not be confirmed at the end of the probationary period.

Head of Department's signature: ___________________________ Date: ____________

Note: The Probationer must be shown this report and have the opportunity to add a statement at the end. A copy of the final report should be sent to Personnel Services to allow the appointment to be confirmed as appropriate. Copies of any interim reports should also be sent to Personnel Services and will be placed in the personal file.
REVIEW OF PERIOD SINCE APPOINTMENT

1. From the job description and further particulars for the post, record those duties which have been satisfactorily undertaken over the period. If objectives have been set, review them.

2. List training/development activities undertaken during the review period. This can be formal courses or informal events, e.g. work shadowing, placement etc.

3. Please note any further requirements for training/development.

4. If not already done so, set objectives for the remainder of the review period.

5. Please highlight any problems/weaknesses encountered over the period since appointment.

6. How will these be overcome in the remainder of the review period?

7. Please comment on the general work performance to date of the member of staff.

8. Please highlight any remedial action which needs to be implemented to improve the work performance of the member of staff.

OTHER AREAS OF DISCUSSION
1 Please note, if appropriate, any problem areas not directly relating to the ability to do the job e.g. absence, time-keeping etc.

2 Has any action been taken in relation to these matters prior to the review meeting? If so, what has this been – give dates of any meetings, detail any action taken (formal or informal) or points agreed.

ADDITIONAL COMMENTS

1 Comments from Probationer

Signed ........................................................................................................................................

Date ........................................................................................................................................

2 Additional Comments from Reviewer

Signed ........................................................................................................................................

Date ........................................................................................................................................