**PROBATION REPORT**

The main purposes of the probation period are to assess the effectiveness of a new member of staff, to provide an appropriate level of support to enable them to take on all the duties of the new post, and give them timely feedback about their performance. In the majority of cases new members of staff settle into their new role without any major difficulty. However, in cases where there are problems it is important to inform the individual about any shortcomings well before the end of the probation period, make clear what is expected of them, and provide positive help to enable them to meet these expectations.

Please use the attached form to tell us about your member of staff's progress. If you judge that a satisfactory level of performance/conduct has been achieved, please arrange to see the new member of staff and confirm the end of the probation period. Then fill in and return this form to [pdteam-operations@brookes.ac.uk](mailto:pdteam-operations@brookes.ac.uk) and we will send a letter formally to confirm the successful completion of the probation period. If, on the other hand, you are unhappy about any aspect of performance/conduct, please use the form to tell us immediately. We will then, if you require, arrange to see the new member of staff with you.

Please note that the contents of the probation report form should be discussed with the employee and then the form should be signed both by you and the new employee.

If you have any questions about how to deal with any aspect of an individual's probation period, which could include an extension to the probation period, please contact your link People Manager, who will be able to advise you on the appropriate course of action.

**Confirmation of the probation period will not occur unless all the mandatory courses have been completed**

Access to the training and records of completion are held in Staff Learning

[https://staff-learning.brookes.ac.uk](https://staff-learning.brookes.ac.uk/)

Individuals can access the courses and track their completion by clicking on ‘Essential Learning Overview’

Line managers must confirm completion. This can be done by clicking on Reports>My Reports>Team compliance (RAG)

* **References** – Please ask the employee to chase their referees or provide us with an alternative referee if these are outstanding.
* **Outstanding contract returns:** e.g.signed contract acceptance, qualifications
* **Online medical questionnaire/clearance** - this should have been completed on the first day of employment via the online OH Portal. Please contact the People Operations Team if this has not been completed.
* **DBS check completed?** This should have been completed before employment commenced.

**Please return the completed form to** [**pdteam-operations@brookes.ac.uk**](mailto:pdteam-operations@brookes.ac.uk) **as soon as reasonably possible.**

This will enable us to complete all the necessary actions before the end of the probationary period.

**PROBATION REPORT**

New member of staff …………………………………………

Job Title …………………………………………

Faculty/Directorate …………………………………………

End Probation Date: …………………………………………

Please confirm that the new member of staff has been inducted in the following.

**1. Organisational Information, to include:-**

Structure of faculty/directorate, purpose of faculty/directorate, roles/responsibilities and names of staff, annual leave/sickness arrangements, departmental rules, e.g. finance and personal telephone calls; any other university or faculty/directorate regulations.

Yes No

**2. Job Information, to include:-**

Duties and responsibilities of post, hours of work, responsibility of the post including reporting relationships, development and training opportunities, including funding sources, faculty/directorate meetings.

Yes No

**3. Health and Safety, to include:-**

Health and Safety Policy, safety hazards/rules, fire drill/alarms/exits and equipment, protective clothing and spectacles, special safety precautions, health risks/dangerous substances/lifting etc., location of first aid equipment/first aiders, accident reports/departmental safety policy and advisers, *where applicable, specialist laboratory considerations.*

Yes No

If you have answered NO to any of the above, please indicate how you plan for the new member of staff to be inducted in these areas, prior to their confirmation in post.

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Please answer these questions in respect of the above-named member of staff.

1. Has the staff member reached the required level of performance to carry out the duties of their post (e.g. satisfactory and proven ability to undertake and complete tasks as assigned)?

Yes No

2. Do you have any concerns regarding the staff member’s conduct in a working environment (e.g. working relationships)?

Yes No

3. Do you have any concerns regarding any other aspect of the individual’s employment (e.g. level of sickness absence, time-keeping, skills required in the post)?

Yes No

4. Has the staff member satisfactorily started the EXPLORE@Brookes First Three Years programme - if applicable?

NA Yes No

1. Have you confirmed that the staff member has completed their Yes No

[New Starters Essentials](https://staff-learning.brookes.ac.uk/course/view.php?id=237) and mandatory courses?

(for line manager see <https://staff-learning.brookes.ac.uk> - Reports>My Reports>

Team compliance (RAG)

**If you have answered NO to question 1, 4 and/or question 5, or YES to questions 2 and/or 3 please:**

(a) Comment on your concerns/detail reasons for non-attendance on mandatory courses:

(b) Indicate what action you have already taken to deal with your concerns (e.g. told the individual about their shortcomings, specified clear standards of performance/conduct, provided support/guidance/training, considered extending the probationary period)

**The above employee should be confirmed as having passed** **their probation period**

*Signed (Line Manager)*

**The above employee should NOT be confirmed as having passed** **their probation period…………………..**

*Signed (Line Manager)*

Signed

*(New member of staff)*

*Version: June 2023*