# Mid and Final Probation Review Form

# (For all staff ****except**** Non-Clinical Lecturers and Clinical Senior Lecturers)

The probationer’s manager/supervisor should complete this form and ensure that Section C is signed before submitting it to the HR Staff Hub via the [HR Portal](https://staff-hub.imperial.ac.uk/support/catalog/items/2).

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| Probationer’s College Identifier (CID) | | Click or tap here to enter text. | | Title: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. | | | First name(s): | Click or tap here to enter text. |
| Faculty/Service: | Click or tap here to enter text. | | | Date of Meeting: | Click or tap here to enter text. |
| Name of Mentor (Research Staff only): | | | Click or tap here to enter text. | | |

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| **Section A** **I confirm that the following review has been held** Mid Probation Review  Final Probation Review   1. **Has Imperial Essentials been completed or expected to be completed in the first six months?**   Yes  No   1. **Has specific job training requirement(s) been completed?**   Yes  No  If no, please provide details below.   1. **Performance**   Comment on the probationer’s work performance  *(Consider if the probationer demonstrates the necessary skills and knowledge for the post. Is the quality and quantity of the work acceptable?)*   1. **Conduct**   Comment on the probationer’s conduct.  *(Consider if they understand and embed the Imperial’s* [*values and behaviours*](https://www.imperial.ac.uk/about/values/)*? Do they communicate well with others, is their time-keeping and attendance satisfactory).*   1. **Development**   Comment on how the probationer’s performance and conduct have developed.  *(Consider if any problems have been identified, and what steps have been put in place to address these. Do they require any more training and development? Has the probationer identified any problems or requested more support).*   1. **Have Disclosure and Barring Scheme (DBS) and/or Office for Nuclear Regulation (ONR) checks been completed, if applicable**   Yes  No   1. **[For Security Officers within Security Division only] Has the 10 year vetting process, as required under British Standard 7875 been completed successfully?**   Yes  No |

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| **Section B**  **Line Manager’s recommendation is;**  At the mid review, I have concerns that may result in a non-confirmation of the appointment.  At the mid review, I recommend that the probation period continues without raising concerns.  At the final review, I recommend an extension to the probation period and/or I have concerns that may result in a non-confirmation of the appointment.  At the final review, I recommend that this appointment be confirmed.  Line Manager name: Click or tap here to enter text.  Date: Click or tap to enter a date.  *Where the line manager has recommended an extension to the probation period and/or has concerns that may result in a non-confirmation of the appointment then the HR Staff Hub should contact the Line Manager in xx days.* |

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| **Section C**  **Employee Declaration – To be completed in ALL cases:** | | | | |
| I confirm that my probationary period has been discussed with me. | | | | |
| Probationer’s signature: |  | | |  |
| Print name: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |  |
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| **Authorised Departmental/School/Institute Signatory** **- To be completed in ALL cases:** | | | | |
| Authoriser’s signature  Print name: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |  |
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