

**FINAL PROBATION REVIEW FORM (FOR ALL SGUL STAFF)**

### Final Review - to be completed around 5 or 11 months (depending on length of probation) by Line Manager in discussion with the employee

**PLEASE NOTE:** At the final probation review meeting, the line manager should confirm verbally whether or not the employee has successfully completed their probationary period. The completed form should be returned, with all relevant signatures obtained, to the HR Department before the employee can be confirmed/not confirmed in post to: St George’s, University of London, Cranmer Terrace, SW17 0RE / or by email: HR-help@sgul.ac.uk

**Probation Record**

|  |  |
| --- | --- |
| **Employee name:** |  |
| **Job Title:** |  |
| **Grade:** |  |
| **Department / Division / Institute:** |  |
| **Start Date:** |  |
| **Line Manager:** |  |
| **Date mid probation review completed:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  *(please tick)*  | **Improvement required** | **Satisfactory** | **Good** | **Excellent** |
| **Quality and accuracy of work** |  |  |  |  |
| **Effectiveness** |  |  |  |  |
| **Attendance** |  |  |  |  |
| **Time Keeping** |  |  |  |  |
| **Work relationships (teamwork & interpersonal communication skills)** |  |  |  |  |
| **Competency in the role** |  |  |  |  |
| **Have the objectives identified for the probationary period been met?** | **YES / NO** | **If NO, please provide further details below** |
| **Have the learning & development needs (including all mandatory training) identified for the probationary period been addressed?** | **YES / NO** | **If NO, please provide further details below (eg any mitigating circumstances):** |
| **Summarise the employee’s performance and progress over the review period:** |
| **In the spirit of continuous improvement, we would welcome employee’s feedback and comments about their experience of the probationary process.**  |
| **PROBATION OUTCOME** **This employee’s probation period has been satisfactory – Confirmed in post** | **YES / NO** |
| ***Note: If the decision is NO, this decision needs to be made in consultation with your HR Business Partner*** |
| **If NO, please provide reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period.** |
| **Exceptional Circumstances - an extension of probation period is required.** ***Note: this decision needs to be made in consultation with your HR Business Partner*** |
| **State the reason for an extension to the probation period:** |
| **Length of the extension (usually 3 months for a 6 month probation or 6 months for a 12 month probation):** |  |
| **New Probation Period completion date:** |  |
| **Employee’s signature:** |  |
| **Line Manager’s signature:** |  |
| **Date:** |  |

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**Key - mandatory training that should have been completed during the probation period – Managers Checklist**

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| Has the employee attended the SGUL Welcome/Induction day event? | **YES / NO\*** |
| **MANDATORY TRAINING**: As outlined in the [Mandatory Training Policy](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/mandatory-training-policy)  |  |
| Has the employee completed and passed General Health, Safety and Environmental Awareness e-learning module? | **YES / NO\*** |
| Has the employee completed and passed Fire Safety e-learning module? | **YES / NO\*** |
| Has the employee completed and passed Manual Handling e-learning module? | **YES / NO\*** |
| Has the employee completed and passed Personal Safety e-learning module? | **YES / NO\*** |
| Has the employee completed and passed Stress Management e-learning module? | **YES / NO\*** |
| Has the employee completed and passed Display Screen Equipment (DSE) e-learning module? | **YES / NO\*** |
| Has the employee completed and passed the Home Display Screen Risk Assessment | **YES / NO\*** |
| Has the employee completed and passed the Office Display Screen Risk Assessment | **YES / NO\*** |
| Has the employee completed and passed the Data Protection Briefing e-learning? | **YES / NO\*** |
| Has the employee completed and passed the Information Security Essentials e-learning module? | **YES / NO\*** |
| Has the employee completed and passed the Introduction to Digital Accessibility e-learning module? | **YES / NO\*** |
| Has the employee completed and passed the Diversity in the Workplace e-learning module? | **YES / NO\*** |
| Has the employee completed and passed the Let’s Talk about Race in the Workplace e-learning module? | **YES / NO\*** |
| Has the employee completed and passed Prevent Duty e-learning module? | **YES / NO\*** |
| Has the employee completed and passed the HR for Managers Recruitment and Selection training? (**applicable to staff participating in a recruitment and selection panel only)** | **YES / NO\* / N/A** |
| If the employee has less than 3 years teaching experience, have they commenced the Post Graduate Certificate in Healthcare and Biomedical Education (PgCert HBE)? ***(applicable to academic staff only)*** | **YES / NO\* / N/A** |