**RECORD OF OBJECTIVES**

**This form can be used to record objectives at the outset of the probationary period and can be used for any staff category.**

Individuals involved in the probationary process are responsible for maintaining the confidentiality of the information in this document, for the purpose of this process.

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| Name of probationer | Role title  | Faculty / Department  |
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|  |  |  |
| --- | --- | --- |
| Date of appointment | Duration of probationary period  | Date of meeting  |
|  |  |  |

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| --- | --- |
| Name of reviewing manager | Role title of reviewing manager  |
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| **Preparation for first progress meeting** *(please add additional rows for objectives and development activity as needed)* |
| Date and time of first review meeting |  |
| Actions for the first meeting, including any specific objectives to be completed (objectives should be matched to the performance criteria for the role)  |
| *Performance Criteria* | *Objective* | *Target date for completion* |
|  |  |  |
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| Training and development activities planned / to be arranged | *Activity* | *Target date for completion* |
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| Where assigned, name of mentor and confirmation that meetings are planned *(it is the responsibility of the probationer to arrange meetings)* |  |
| Signature of reviewing manager |  | Date |  |

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| --- | --- |
| Probationer comments |  |
| Signature of probationer |  | Date |  |