**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 |  |