

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.

Name of probationer	Role title	Faculty / Department

Date of appointment	Duration of probationary period	Date of meeting

Name of reviewing manager	Role title of reviewing manager

Preparation for first progress meeting			
<i>(please add additional rows for objectives and development activity as needed)</i>			
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	
Training and development activities planned / to be arranged	Activity	Target date for completion	
Where assigned, name of mentor and confirmation that meetings are planned <i>(it is the responsibility of the probationer to arrange meetings)</i>			
Signature of reviewing manager			Date

Probationer comments			
Signature of probationer		Date	