

1. Purpose

The purpose of the probationary review meeting is to:

- i. Ensure that the member of staff possesses the basic skills and competencies required of the role.
- ii. Ensure that the member of staff has been given every opportunity to maximise their potential within the first three months of their employment.
- iii. Assist in the communication of the organisation's aims and team's objectives.
- iv. Identify any appropriate training and development needs.

2. Meeting content

The probationary review meeting should be scheduled for at least one hour. As guidance, during the meeting you should consider asking the following questions:

- i. Comment/discussion on performance with specific reference to the Job Description, highlighting any appropriate examples. This should include a discussion around what key objectives have been met during the period?
- ii. Comment/discussion whether the member of staff has demonstrated the necessary skills/knowledge for the post as outlined in the person specification.
- iii. From the individual's perspective, what has gone well and why?
- iv. From the individual's perspective, what has given them the most satisfaction?
- v. From the individual's perspective, what has presented them with the most issues?
- vi. What have they learnt?
- vii. What, if anything, would they have done differently and why?
- viii. Comment/discussion around existing/future training needs and agreeing a training and development plan.
- ix. Comment/discussion around the team's objectives and how their role has contributed to those objectives.
- x. Comment/discussion on working relationships with others/peers etc. This could include:
 - What additional support, if any, do they feel is required?
 - Was there anything they feel you shouldn't have been asked to do?
 - Is there anything that should change with respect to our approach to their line management?
- xi. Comment/discussion on time keeping and attendance.
- xii. Identifying any actions to be taken as a result of the above.