

Central England Area Quaker Meeting
[Name of Meeting, Committee or Branch]
End of probationary period review form

The first six months of employment (maybe shorter for a fixed-term post) will be regarded as a probationary period. During and at the end of the probationary period either party may terminate the employment by giving one week's notice.

At the end of six months probationary period, your line manager will review your work and a report will be presented to the relevant management committee (or to Central England Area Quaker Meeting Trustees if there is no management committee) for confirmation and approval.

The probationary review may result in the following recommendations

- a) Successful completion
- b) Extension for a further period. The maximum possible will be 13 weeks.
- c) Termination of employment

Name:

Job Title:

Start Date:

Name of Line Manager:

Notes: Boxes below will enlarge once you begin to type.
Some headings may not apply. Please mark as n/a in the box(es).

1. Knowledge and understanding of Quakers

Line Manager's comments

Staff comments

2. Understanding of the job description and role in the organisation

Line Manager's comments

Staff comments

3. Preparation and delivery of core duties, as outlined in the job description

Line Manager's comments

Staff comments

4. Contribution to events and activities

Line Manager's comments

Staff comments

5. Attendance and punctuality

Line Manager's comments

Staff comments

6. Relationship with service users, visitors, etc.

Line Manager's comments

Staff comments

7. Relationship with colleagues

Line Manager's comments

Staff comments

8. Supervision of others

Line Manager's comments

Staff comments

9. Care of rooms and equipment etc.

Line Manager's comments

Staff comments

10. Specialist areas or particular strengths identified

Line Manager's comments

Staff comments

11. Training needs identified

Line Manager's comments

Staff comments

12. Any other comments

Line Manager's comments

Staff comments

13. Outcome and line manager's recommendation

Line Manager's signature

Member of staff 's signature

Date

This form should now be referred to the relevant Management Committee and signed by its Clerk or Convenor (or by another member of the Committee if the Clerk or Convenor is the line manager), to confirm the Committee's satisfaction with the review.

Signature

Name and post

Date of meeting

Document history:

End of Probationary Period Review	Prepared by Gill Coffin
Approved by Employment Committee	23:09:2014
Approved by CEQ Trustees	10:11:2014
Version	Version 1
Next review due	2017