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| **Probation Preparation Form (PPF1) (Manager)** |
| **1. Personal Details** |
| Staff Member | Staff No: | Position |
| Contract Type: | Contract Duration | School/Department |
| College/Centre | Date of Commencement | Date of Review |
| **Mid Term Review**  | **Final Review**  | **Special Review**  |
| **2. Induction** |
| ***Has the Induction proces s been adhered to with the staff member, to date?*** | Yes  No Comments**:** |
| **3. Performance & Behaviour** |
| ***Has the staff member displayed a satisfactory understanding of all the duties assigned, to date?*** | Yes  No Comments**:** |

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| ***Rate the performance (output) of the staff member. Bear in mind the degree to******which the objectives (as agreed at Induction) were met*** | Performance Rating:***\*\* See guide to performance ratings below.***Poor  Satisfactory  Good Comments |
| ***Rate the behaviours of the staff member to date******Team Work:***Has established a rapport with col leagues.Builds relationships within th e team and the wider University. Is helpful and co-operative to management and colleagues alike. Pulls their weight on the team.***Customer Service:***Polite, courteous and friendly to internal colleagues, students, suppliers and the general public. Demonstrates an understanding of the service element of the role. Seeks to understand the needs of customers and responds in a professional and efficient manner. Makes customer feel valued. Instils confidence that problems will be addressed.***Dignity & Respect:***Behaves in accordance with the University’s Dignity & Respect at Work Policy. Has participated in the required training.***Health & Safety:***Behaves in accordance with the University’s Healt h & Safety policies. Has participated in the required training. | Behavioural Rating:***\*\*\* See guide to behavioural ratings below.******Teamwork Rating***:Poor  Satisfactory  Good Comments:***Customer Service Rating***:Poor  Satisfactory  Good Comments***Dignity & Respect Rating***:Poor  Satisfactory  Good Comments:***Health & Safety Rating***:Poor  Satisfactory  Good  |

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|  | Comments: |
| **4. Attendance** |  |
| ***Has attendance to date been sati sfactory?*** ***No of Absences? :*** | Yes  No Certified: **( )** Uncertified: **( )** Other: **( )**Please comment**:** |
| **5. Training** |  |
| ***Has the Training Plan agreed at Induction been implemented?*** | Yes NoComments |

Signed: Title:

Date:

\*\* Guide to Performance Ratings

***\*\* Guide to Performance Ratings***

***Poor*** = **Objectives identified at induction have not been met. Not meeting expectati ons.**

***Satisfactory*** = **Objectives identified at induction have partially been met. Meeting some**

**expectati ons.**

***Good*** = **Objectives identified at induction have fully been met. Meeting all expectations.**

***\*\*\* Guide to Behavioural Ratings Poor*** = **Not meeting expectations.**

***Satisfactory*** = **Meeting some expectations.**

***Good*** = **Meeting all expectati ons.**