

Appendix 1: Cumberland Council Probationary Agreement

CONFIDENTIAL: when completed forward to the HR, Payroll and Recruitment Admin via the **HR, Payroll and Recruitment Admin portal**, or to the HR/payroll provider to be placed on the employee's personal file.

Name		Job title	
Directorate/		Work location	
Unit/Dept			
Date appointed		Name of line manager	
		Name of	(if different to above)
Date of first performance appraisal			

Criteria for successful completion of probation (should include fulfilling all the requirements of the employee's job description and the Assessment Criteria of Assessment of Probation Period in Employment)

The names and role of any other immediate work colleagues providing any kind of supervision or related work support:

Outline timetable of future review meetings (must cover the first three months, with dates):

Preliminary learning and development needs and proposed methods for meeting them
(viewed in conjunction with the person specification for the job)

Any other arrangement considered necessary for successful probation

Signed: Line Manager Date
 Employee Date