

## Appendix 2: Cumberland Council Assessment of Probationary Period in Employment

**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.

To be completed at each of the 12 week and 20 week review meetings.

<b>Name</b>		<b>Job title</b>	
<b>Directorate/School</b>		<b>Work location</b>	
<b>Unit/Dept</b>		<b>Name of line manager</b>	
<b>Date appointed</b>		<b>Name of appraiser</b>	(if different to above)

### 1. Assessment

<b>Areas Assessed</b>	<b>Comments of Line Manager</b>	<b>Comments of Employee</b>
1. Quality of work		
2. 2. Effectiveness of communication 3.		

3. Working with people		
4. Customer services		
5. Initiative and problem solving		
6. Employee's Progress: a) Strengths and successes		
b) Areas for further improvement		
<b>Areas Assessed</b>	<b>Comments of Line Manager</b>	<b>Comments of Employee</b>
c) Obstacles preventing progress (if any)		
7. Attendance and punctuality		
8. Has the induction checklist been completed?		
9. Supportive measures to be provided by the manager for Learning and Development needs		

10. General Comments		
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**2. Overall comments of Line Manager**

\*a) I am satisfied with this employee's progress to date OR

\*b) I have reservations about this employee's progress and wish to discuss this further (see attached action to be taken)

Line Manager ..... Date .....

**3. Overall comments of Employee**

I declare that I have seen the above report and have been given the opportunity to discuss the contents

Employee ..... Date .....

\* Delete as appropriate