

Probation Meeting / Objective setting form

New employees have an initial probation meeting to set objectives during their probation period and to talk through their induction plan and training requirements.

Employee name:

Job title:

Department:

Date employment commenced:

Line manager:

Date of meeting:

Date current probationary period due to end:

The points below are an example of what you could discuss with your new team member. You may have already covered some of these points in induction meetings.

- Ensure employee knows where to find key policies and procedures.
- Go through the employee's induction plan and explain any mandatory training they need to complete.
- Discuss and agree objectives.
- Discuss any comments or concerns.

Notes

Agreed objectives

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signed (Manager):

Date:

Signed (Employee):

Date:

Date of next meeting: