**AREAS OF DISSATISFACTION WITH A PROBATIONER’S PERFORMANCE**

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| This form should normally be completed as soon as possible after it has been identified that the Probationer has not reached the necessary standard to confirm his/her appointment.The Probationer, Mentor and Head of School/Academic Line Manager should meet to complete the relevant sections of the form to clarify and set revised objectives so that the Probationer is clear about what is expected of them during the extension to their Probationary period. |

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| **Name** | **School** | **Date of Appointment** |
| **Year of Probation** | **Duration of Probation** | **Mentor** |

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| **1. Please detail below the area(s) of dissatisfaction or concern in respect of the Probationer’s performance.** |

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| **2.** **Please detail agreed follow-up action in respect of the above statements.**  |

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| **3.** **Comments by the Probationer.** |

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| **Probationer**  | **Mentor** |
| Name (please print): | Name (please print): |
| Signature: | Signature: |
| Date: | Date: |

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| **Head of School**  |
| Name (please print): |
| Signature: |
| Date: |

**In signing this form, the Probationer agrees that the issues above have been discussed and agreed with the Mentor and Head of School/Academic Line Manager.**

Revised January 2018