# PF1 PROBATION OBJECTIVES SETTING FORM

This form should be used to record objectives against which performance will be assessed during probationary review meetings.

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| Employee’s name and Job title:  | Manager name: |
| Employee start date and probation end date: | Planned date of next review**:** |

## With reference to the job description, outline the key objectives to be achieved during the probation period. Include details of any training that will be required and the support that will be given. Progress against objectives will be regularly reviewed and the objectives updated as necessary. This document should therefore be treated as ‘live’ throughout the probation period and updated as necessary.

## Objectives:

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| **Objective 1** |
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| **Target date:** |

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| **Objective 2:** |
|  |
| **Target date:** |

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| **Objective 3** |
|  |
| **Target date:** |

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| **Objective 4:** |
|  |
| **Target date:** |

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| **Objective 5:** |
|  |
| **Target date:** |

[Further objectives can be added if necessary]

## Any other comments:

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## Declaration

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| **The above objectives have been agreed and further development needs discussed.**  |
| **Employee’s signature:**  | **Date:** |
| **Manager’s signature:** | **Date:** |