



ETC International College

ETC Performance and Development Probation Review

October 2024

Name: _____

Date: _____

Position: _____

Period covered by this appraisal: _____

Guidance notes

1. A job-specific checklist should accompany this form. Please ensure that this is included before you carry out the appraisal / review.

2. Copies of this form should be retained by the Job Holder and the Reviewing Manager.

A. Performance Appraisal / Review

Please use the criteria listed in the job-specific checklist to guide the discussion on performance over the past year. Additional criteria can be added if required. The checklist should be used to record a summary of the discussion, highlighting strengths and weaknesses in job performances.

B. Agreed Performance Objectives

With reference to key business / academic objectives in the coming period (6 months / one year), consider what the Job Holder's particular priorities will be and agree objectives.

C. Training and Development Plan

Specify the action required to meet training and development needs in the current job / anticipated future responsibilities over the coming period, who will do this and when.

Identified Need:

Action Required:

By Whom:

By When:

Identified Need:

Action Required:

By Whom:

By When:

D. Career Direction, Preferences and Mobility

Comments on future career aspirations, possible next move and mobility and whether there have been any changes since the last development review.

E. Summarising Comments**Summarising Comments (Job Holder)**

Signed by Job Holder: _____

Date: _____

Summarising Comments (Reviewing Manager)

Signed by Reviewing Manager: _____

Name of Reviewing Manager: _____

Date: _____

Updated October 2024 Business Manager

Next update due October 2027