Professional/General Staff

Six Week Objective Setting

**Probation and Performance Management**

Within six weeks of an employee commencing a new position, a formal planning session is to be held to review expectations of the new employee’s performance, set personal objectives; and identify resources and activities to meet his/her development needs.

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| Appointment overview |  |
| Employee name | Click here to enter text. |
| Employee number | Click here to enter text. |
| Position title | Click here to enter text. |
| Division or Faculty | Click here to enter text. |
| Date of appointment | Click here to select a date. |

**Information**

* Review the expectations and requirements of the role and agree on the employee’s current performance in relation to these expectations.
* Discuss and prioritise the employee’s development needs and identify the appropriate resources to meet these needs.
* Set personal objectives for the new employee. For professional/general staff, these are set for their induction and development period.
* Encourage reflective practices so that the new employee can reflect on his/her progress and achievements in relation to the objectives.
* If this review relates to a staff member with probation, ensure the employee has the opportunity to clarify the processes and his/her responsibilities regarding:
  + probation and
  + online induction

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| Comments |
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| Objectives |
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The objectives outlined above have been agreed

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| Employee Name |  | Signature |  | Date |

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|  |  |  |  |  |
| Supervisor Name |  | Signature |  | Date |

**Please DO NOT send this form to the Division of People and Culture.**

The supervisor and staff member must keep a copy of this report for reference at;

* the probation meeting, if this review relates to a staff member with probation, or
* the Performance Management meeting, if this review relates to a staff member who has commenced a new job and does not have a probation requirement.