Probation Procedure for Professional & Research Staff

Action Plan for Improving Performance

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| Name:  School/Directorate:  Job Title: |

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| Actions to be taken to improve performance | How will success be measured (evidence, observation, feedback) | Timescales for improvement and reviews |
|  |  |  |

From the discussion with my line manager and content of this action plan, I understand the actions necessary to improve my performance

Probationer Signature ………………………………………………………………………………………………… Date……………………………………………………………………………

Line Manager Signature ……………………………………………………………………………………………… Date……………………………………………………………………………