# PROBATION OBJECTIVES SETTING FORM

This form and your job description should be used to help set objectives against which your performance will be assessed during your probationary review meetings.

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| --- | --- |
| Employee’s name: | Job title: |
| Manager’s name: | Job title: |
| Department: | Objectives period(dd/mm/yyyy – dd/mm/yyyy): |
| Date of review (dd/mm/yyyy): | Planned date of next review (dd/mm/yyyy)**:** |

## Objectives:

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| --- |
| **Objective 1:** |
| **What and how will this be achieved? *(e.g. specific target)***  **What skills and knowledge are required in order to achieve this? *(consider any training or development needs)*** |
| **Target date:** |

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| **Objective 2:** |
| **What and how will this be achieved?**  **What skills and knowledge are required in order to achieve this?** |
| **Target date:** |

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| **Objective 3:** |
| **What and how will this be achieved?**  **What skills and knowledge are required in order to achieve this?** |
| **Target date:** |

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| **Objective 4:** |
| **What and how will this be achieved?**  **What skills and knowledge are required in order to achieve this?** |
| **Target date:** |

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| **Objective 5:** |
| **What and how will this be achieved?**  **What skills and knowledge are required in order to achieve this?** |
| **Target date:** |

[Further objectives can be added if necessary]

## Training / Professional Development Needs

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| --- | --- |
| What are the identified training and development needs for achieving the objectives set above?  1.  2.  3.  4. | Target Date |

## Further Development

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| --- |
| Length of time in present role: |
| What do you hope to achieve in this role in the next \_\_\_ months? |
| What further training or developmental opportunities would you need to help you become successful in your role? |
| Steps agreed at this stage with manager: |

## Declaration

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