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| Review Form  January 2015  *This form is obligatory for staff on Bands 8-10 and optional for staff on Bands 1-7* | | | |
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| Name: | Click here to enter text. | | |
|  | | | |
| Job title: | Click here to enter text. | | |
|  | | | |
| Department | Click here to enter text. | | |
|  | | | |
| Grade: | Band. | Date of appointment: | Enter date. |
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| Assessment of performance | | | |
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| Please comment on performance against the job description and person specification and give any relevant examples to support your assessment. Please ensure the job description is attached. | | | |
| Click here to enter text. | | | |

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| Are you satisfied that the individual has reached the required standard in all areas of the job description and person specification? |
| Yes ☐ No ☐ |
| If no, please provide examples of areas that have not yet reached the required standard. |
| Click here to enter text. |

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| Are there any factors that have prevented the full duties of the post being performed? If so, please comment on these. |
| Click here to enter text. |

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| Training and Development |
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| Please note any training/support that the member of staff has received during the review period. |
| Click here to enter text. |

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| Are you satisfied that the individual has received all necessary training and support in order to carry out the areas required of him/her in his/her job description and person specification?  Yes ☐ No ☐ |
|  |
| If no, please comment on which further training/support needs have been identified. |
| Click here to enter text. |

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| Conclusions and Recommendation | | | |
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| Please comment on the overall standard of work produced and summarise the member of staff’s progress to date. The comments should summarise the reasons for the recommendation made below. | | | |
| Click here to enter text. | | | |
| Please confirm whether you want the appointment to be: | | | |
| confirmed ☐  (if the employee has achieved the required standard in all areas of the job description and person specification) | extended ☐  (if, after advice from the HR Partner, it has been decided that the employee requires additional time/support) | Consideration of ending the contract ☐    If after contact HR Partner |

**The line manager should forward the completed form via their LSE email account to the relevant HR advisor.**