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| Education Probationary Review Form  *This form applies to new appointments on the Education Career Track who fall under the Education Probationary Review (EPR) Scheme* | | | |
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| Name: |  | | |
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| Job title: |  | | |
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| Department |  | | |
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| Date of review: |  | Date of appointment: |  |
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| Please indicate which review meeting this form relates to:  End of year one (applicable to Assistant and Associate Professors (Education)):  End of year two (only applicable to Assistant Professors (Education)):  Final Education Probationary Review (applicable to all): | | | |
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| Statement to be completed by the Reviewee | | | |
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| Please summarise progress in relation to the outcomes and actions agreed in the previous Review Meeting (if this is your first meeting, please leave blank). | | | |
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| Please provide a self-evaluation statement focussing on your achievements and contributions over the last review period and commenting on your understanding of how these relate to departmental and School priorities. | | | |
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| Assessment of performance (to be completed by Reviewer) | | | |
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| Please comment on performance against the job description giving any relevant examples to support your assessment. Please ensure the job description is attached. | | | |
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| Are you satisfied that the individual has reached the required standard in all areas of the job description as appropriate to their stage of probation? | | | |
| Yes ☐ No ☐ | | | |
| If no, please provide examples of areas that have not yet reached the required standard, where development and/or improvement are required. | | | |
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| Are there any factors that have prevented the full duties of the post being performed? *(NB – these may relate to the department or to the individual.)* If so, please comment on these here, including steps put in place to overcome any barriers. |
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| Support and development |
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| Has the individual been allocated a mentor, as per the EPR process?  Yes ☐ No ☐  If no, please comment on the reason why. |
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| Please note any training, development and/or support that the member of staff has received during the review period. |
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| Are you satisfied that the individual has received all necessary development and support in order to carry out the areas required in the job description and person specification?  Yes ☐ No ☐ |
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| If no, please comment on which further training/support needs have been identified. |
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| Career Development |
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| Employees and their Reviewer are encouraged to have a discussion about longer term career goals and can use this opportunity to set objectives that will help both development in this current role and career development longer-term.  Please note the discussion below, particularly any concrete goals or agreed actions on the part of either the employee or the Reviewer. |
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| Conclusions and recommendation |
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| Please comment on the overall standard of performance and summarise the employee’s progress to date. The comments should summarise the reasons for the recommendation made below. |
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| Please tick the next step in the Education Probationary Review process:  2nd EPR meeting (applicable to Assistant Professors (Education) following 1st Review):  *NB – this will normally take place at the end of Summer Term the following year*  Final EPR meeting:  *NB – this will normally take place at the beginning of Summer Term the following year*  Probationary Review Panel:  *NB – this will normally take place later in the same Summer Term as the Final EPR meeting* |
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| Signatures |
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| Signature of Reviewee:  Date: |
| Name of Reviewer:  Signature of Reviewer:  Date: |
| Name of Head of Department (if not Reviewer):  Signature of Head of Department (if not Reviewer):  Date: |

**The completed EPR form should be sent via email to** [**hr.reviewandpromotion@lse.ac.uk**](mailto:hr.reviewandpromotion@lse.ac.uk)**. Please ensure that this form should be submitted with a copy of the reviewee’s Job Description and current CV. The CV submitted here should be in the** [**CV template for ECT promotions**](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Promotion-within-the-Education-Career-Track)**.**