**Probation Objectives Setting**

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| **Name of employee:** |  |
| **Role:** |  |
| **Line Manager:** |  |
| **Date:** |  |

The probation objective setting is a conversation between the staff and manager and should take no more than one hour. Probation objectives are intended to enable the staff to demonstrate their ability to undertake their new role and are used to monitor progress in regular 1:1 catch ups and are the basis for the end of probation review.

**Section A: Setting Probation Objectives**

When setting Probation Objectives, take into account the Parish strategy and team objectives. Objectives should be **SMART**:

* **S**pecific (simple, sensible, significant).
* **M**easurable (meaningful, motivating).
* **A**chievable (agreed, attainable).
* **R**elevant (reasonable, realistic and resourced, results-based).
* **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Objectives will not cover everything undertaken, but rather will include the key focus areas, and will ideally be no more than 5 objectives.

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| **Probation Objectives:**  | **Measurable targets:** (How you will know you have achieved the objectives) | **Date to be achieved by:** |
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Probation Objectives should be monitored through the probation period to ensure progress, probably each month as part of the 1:1 staff/manager catch up conversations.