



PROBATIONARY REVIEW RECORD

TO BE COMPLETED BY THE LINE MANAGER

and copied to the EMPLOYEE and HUMAN RESOURCES

NAME: India Foster
JOB TITLE: **Trainee Recruitment Consultant**
DEPARTMENT: Team Bexx
DATE OF REVIEW: Thursday 10th October 2019
PERIOD OF REVIEW: 6 months

1. What are the employee's particular strengths in relation to her performance?

India never gives up and stays focused all day. She is not distracted by chatting or using her mobile phone. She does not give up on difficult doctors and preserves until she has them booked (Sheila/Alexey). She stays professional and calm no matter how the doctor is behaving.

- Takes instruction well.
- Listens and adhere to advice.
- Retains information well.
- Good knowledge of compliance.
- Well written communications.
- Can multi task well.
- Logs and tracks timesheets
- Good understanding of portals and able to assist others.
- Knows her doctors very well.
- Grades references on LMS and uses "no thanks".
- To do list and organisation evident.
- Performed well in monthly module tests.

Active contact at 85% and next contact on schedule.

2. What were the particular obstacles to progress (i.e. weaknesses, problems, systems and constraint(s))? How can these be overcome in future?

Don't sit on problems – share and sort it.
 Try to contact at different times of day and use evening list.
 Use the phone at every opportunity.

3. List specific objectives for the next 6 months

Stats from the 8th April 2019 as follows:

RC	Bank size	Booked FT	Booked PT	Com 2	AC 28	% contact	FF	BKD	Bkd hrs
April	20	0	0	5	4	20	2	1	37
	16	0	1		13	81	2	1	16
	15	0		3	15	100	3	0	0
May	29	0	0	4	19	66	1	0	0
	32	0	1	6	22	69	2	0	0
	32	0	0	2	26	81	2	0	0
	37	0	0	9	31	84	5	2	32
June	41	0	1	7	31	76	3	1	24
	41	0	1	7	31	76	OFF		
	42	0	0	3	30	71	2	1	24
	46	0	0	9	40	87	5	2	178
1.7.19	58	0	2	19	48	83	9	4	77
8.7.19	47	0	13	13	37	79	5	1	105
15.7.19	46	1	1	12	40	87	4	2	120
22.7.19	57	0	3		51	89	11	5	66
29.7.19	64	1	3	18	54	84	11	5	261
5.8.19	81	1	2	30	71	88	16	5	222
12.8.19	74	2	2	29	63	85	21	6	290
19.8.19	65	3	2	20	58	89	26	11	110
26.8.19	69	3	3	25	61	88	11	3	28
2.9.19	70	2	3	26	60	86	23	7	202
9.9.19	71	3	4	30	62	87			

Shows average forward/booked conversion of 1 : 3

Target for the next 6 months:

October 2019 = £3436

Nov 2019 = £3586

Dec 2019 = £3842

Jan 2020 = £4696

Feb 2020 = £4269

Mar 2020 = £4696

October 2019 breakdown:

Ave margin £4.79

£3436 divide £4.79 = 717 hours per month

179 hours per week

Ave hours per booking is 31

6 doctors

1:3 conversion = 18 forwards

4. What gaps in knowledge, skills, attitudes and experience need to be filled and how can this be achieved?

Ensure file checks are done with new doctors with particular attention to visas.

Always discuss rates and manage expectations.

Complaints handling and conversations with difficult doctors.

OVERALL PERFORMANCE RATING

NAME: India Foster
JOB TITLE: RC
DEPARTMENT: Team Bexx
DATE OF REVIEW: 10/10/19

Please tick boxes below:

- References received & checked
- Copy Passport received and checked
- Terms & Conditions of Employment signed & returned to HR Dept.
- Negative CRB Check
- Completed Induction workbook

Please note: staff may not have their employment confirmed unless the above boxes have been ticked. Please complete (a) (b) or (c):

Note probations may only be extended after consultation with the HR Department

(a) Probationary Period to be extended

Reason for extension of probation

(b) Unable to continue employment because

(c) Employment Confirmed

Does this entail a pay rise? No Yes

If yes please complete a Changes and Amendments Form.

Line Manager: R Chae Employee: [Signature]

Print Name R Chae Print Name India Foster

Date 10/10/19 Date: 10/10/19.

HR: _____ Date: _____