

Record of First Formal Meeting

Confidential

Name of probationer	Dr. Kumar Aniket
Department	The Bartlett School of Construction and Project Management
Name of manager	Prof. D'Maris Coffman
Head of Department (if relevant)	Prof. D'Maris Coffman
Employee start date	11 September 2017
Date of meeting	12/9/17

This form should be completed following the first formal meeting, held at the end of the first month of employment, and discussed with the probationer before both parties sign it.

The probationer must be given a copy for her/his own records.

Line Manager comments	Standards discussed?
Induction (refer to checklist)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Mentor allocated (if applicable)	Name: Prof. D'Maris Coffman Niamh Murtagh
Is probationer aware of their mandatory training requirements (delete as appropriate) and how to book themselves onto courses?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> ▪ UCL e-learning module 'Diversity in the workplace' ▪ UCL Safety Induction ▪ UCL Information Security Induction ▪ UCL e-learning module 'Green Awareness UCL ▪ An introduction to Research Student Supervision (if applicable) ▪ UCL Arena Two or Professional Certificate in Teaching and Learning in ▪ Higher and Professional Education (PCTLHPE) (if applicable) ▪ Recruitment and Selection HR Policy Briefing (if applicable) <p><i>Please note appointment will not be confirmed unless <u>all</u> mandatory training has been completed</i></p>	
Behavioural standards required for the role (specify below)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Discussed use of My View for leave.	
Relationship with manager(s), colleagues and students (where applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No

Attendance, punctuality and overall conduct	<u>Yes</u> / No
Objectives for the probationary period (specify below) 3 articles under review Grant application is desirable.	<u>Yes</u> / No

Any training/development requirements identified

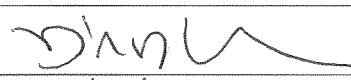
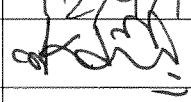
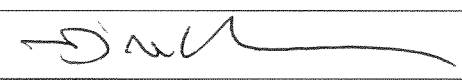
Any areas in which improved performance is required

Support/training that will be provided to support the probationer in improving their performance:

Niamh Murtesh indicated she would mentor on journal strategy.

Manager's overall assessment: Progress satisfactory / Progress not satisfactory
(delete as appropriate)

Probationer's comments:

Manager's signature	
Date	12/9/17
Probationer's signature	
Date	
Head of Department's signature (where applicable)	
Date	12/9/17

Please provide a copy of this completed form to the probationer and keep the original in the department.

Record of Second Formal Meeting

Confidential

Name of probationer	Dr Kumar Aniket
Department	The Bartlett School of Construction and Project Management
Name of manager	Prof. D'Maris Coffman
Head of Department (if relevant)	Prof. D'Maris Coffman
Employee start date	11 th September
Date of meeting	18 th April 2018

This form should be completed following the second formal meeting, held at the mid-point of the probationary period (month 3/4/6/12/18 as appropriate) or, for Inexperienced Lecturers, during the 12th month of the probationary period and discussed with the probationer before both parties sign it.

Where performance is unsatisfactory please indicate the areas for improvement, as discussed, and any training/development needs.

The probationer must be given a copy for her/his own records.

Line Manager comments	Standards on-track for successful probation?
Induction (refer to checklist)	<u>Yes</u> / No
Mandatory training (delete as appropriate): <ul style="list-style-type: none"> ▪ UCL e-learning module 'Diversity in the workplace' ▪ UCL Safety Induction ▪ UCL Information Security Induction ▪ UCL e-learning module 'Green Awareness UCL' ▪ An introduction to Research Student Supervision (if applicable) ▪ UCL Arena Two or Professional Certificate in Teaching and Learning in Higher and Professional Education (PCTLHPE) (if applicable) ▪ Recruitment and Selection HR Policy Briefing (if applicable) <p><i>Please note appointment will not be confirmed unless <u>all</u> mandatory training has been completed</i></p>	<div style="text-align: right;"> <i>Booked for 9 May 2018</i> </div> ✓ Yes / No ✓ Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
Behavioural standards required for the role (specify below)	<u>Yes</u> / No

Relationship with manager(s), colleagues and students (where applicable)	Yes / No
Attendance, punctuality and overall conduct	Yes / No
Is the probationer on-track to meet their objectives? Papers in train: ① Re-written JOE paper (Micro-finance) ② Savings in Micro-finance (possible to AER?) ③ Solow-Growth Model (to SCCD) ← ④ Railways + Markets Paper (to FHR?) ⑤ Game Theory Paper / Institutional Framework (JIE) ←	Yes / No

Any training/development opportunities undertaken

Python programming for Sims.

Any training/development still required

Intro to Research Student Supervision

Any areas in which improved performance is required

We need the 3 papers under review.


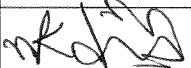

Support/training that will be provided to support the probationer in improving their performance:

Send papers for feedback by 15 May.

Manager's overall assessment: Progress satisfactory / Progress not satisfactory
(delete as appropriate)

But schedule is tight.

Probationer's comments:

Manager's signature	
Date	18/4/18
Probationer's signature	
Date	18 th April 2018
Head of Department's signature (where applicable)	
Date	18/4/18

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Need to get them 3 under review