**Civic Centre** **Rickergate**
**Carlisle**
**Cumbria CA3 8QG**
**Teleph**[**one (01228) 817200**](http://cumberland.gov.uk)[**cumberland.gov.uk**](http://cumberland.gov.uk)

**Alternative Employment Programme**

Trial Period Feedback

|  |  |
| --- | --- |
| Manager Name |  |
| Employee Name |  |
| Position |  |
| Trail Period Start Date |  |

**Feedback Regarding Trial Period**

Week 1

**Date of Meeting:**

|  |  |
| --- | --- |
| Manager Comments | Employee Comments |
|  |  |
| Agreed Action Points |
|  |

Week 2

**Date of Meeting:**

|  |  |
| --- | --- |
| Manager Comments | Employee Comments |
|  |  |
| Agreed Action Points |
|  |

Week 3

**Date of Meeting:**

|  |  |
| --- | --- |
| Manager Comments | Employee Comments |
|  |  |
| Agreed Action Points |
|  |

Week 4

**Date of Meeting:**

|  |  |
| --- | --- |
| Manager Comments | Employee Comments |
|  |  |
| Agreed Action Points |
|  |

Overall Trial Period Review

**Date of Meeting:**

|  |  |
| --- | --- |
| Objectives For Trial Period | Status |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Manager Comments |
|  |

|  |
| --- |
| Employee Comments |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Trial Period Outcome\* |  **Extend** |  **End** |  **Offer Position** |
|  |  |  |

\*Guidance to complete this section:

* If you choose to extend the trial period – please indicate the number of weeks to extend it by. Trial periods can be extended by a maximum of 8 weeks.
* If you choose to end the trial period, indicate this by marking ‘yes’ in the box
* If you choose to offer the position, indicate this by marking ‘yes’ in the box