

Probation Meeting Step-by-Step Guide for Simitive

First Probation Meeting

1. Please log into the reviewee's Simitive account here: <https://paediatricspdr.simitive.com/>
2. In the "My Reviews" area, click on the one that states "probation start"
3. Please log in the goals discussed in the meeting in the "Introduction" tab.
4. Click on "Share and close" to share the form with the line manager.
5. Now, please log into the line manager's Simitive account.
6. They can edit (if necessary) and then "finalise" the review.

Mid-Probation Meeting

1. Please log into the reviewee's Simitive account here: <https://paediatricspdr.simitive.com/>
2. In the "My Reviews" area, click on the one that states "probation start"
3. Please click on the "Mid-Probation" tab.
4. The goals logged in the first meeting should be visible here (if not, please copy them in manually). You can now review those goals and the first few months in your new role.
5. Click on "Share and close" to share the form with the line manager.
6. Now, please log into the line manager's Simitive account.
7. They can edit (if necessary) and then "finalise" the review.
8. It might be useful to save a PDF of the review form.

Final Probation Meeting

1. Please log into the reviewee's Simitive account here: <https://paediatricspdr.simitive.com/>
2. In the "My Reviews" area, click on the one that states "Mid probation"
3. Please click on the "End of Probation review" tab.
4. The goals logged in the last meeting should be visible here (if not, please copy them in manually). You can now review those goals.
5. Click on "Share and close" to share the form with the line manager.

6. You can also complete the “Planning ahead” tab or do this in a future meeting to prepare for Personal Development Reviews (which are also completed using Simitive). (Again, this would have to be “closed and shared”)
7. Now, please log into the line manager’s Simitive account.
8. They can edit (if necessary) and then “finalise” the review.
9. HR do not get notified of finalised reviews. Therefore, please remember to inform us (hr@paediatrics.ox.ac.uk) about the outcome of the final probation review. Thank you 😊