**Fixed term Contract: Mid Term Review Discussion**

***To be completed by the Line Manager in conjunction with the Employee and returned to Directorate HR Business Partner***

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| Employee Name: |
| Mid Term Review Date: |
| End Date of the Fixed Term Contract: |
| Notes of the review discussion (please include any agreed actions):  *Please ensure that the discussion covers the future expectations of the fixed term contract i.e. whether the fixed term contract will be renewed or made permanent or terminated at the agreed end date of the fixed term contract. Please contact your HR Business Partner for advice prior to completing this section.* |

**Authorisation**

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| **To be signed by Employee**  Signature of Employee Date  Name (please print in block capitals) |

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| **To be signed by the Line Manager:**  Signature of Line Manager Date  Name (please print in block capitals)  Position  PLEASE NOW RETURN TO HR |

**Data Protection** In line with The Data Protection Act 1998 all information contained on this form will only be utilised for Fixed Term Contract purposes.

**HR use only** Following receipt of this form from the employee please send this form to Directorate HR Business Partner.