JOB SHARE TRIAL – REPORT FORM

This form is to be used where a job share arrangement has been entered into on a trial basis. Its purpose is to help managers assess the effectiveness of the arrangements and to inform the employees of progress and to confirm whether or not the job share should be confirmed permanently.

It is important that any potential difficulties are highlighted at the earliest opportunity and discussed with the employees concerned to allow time for corrective action to be taken.

The assessment necessary to complete this form should be made during an interview with both job sharers who should sign the form at the appropriate place to indicate understanding of the comments and any activities required to improve the job share arrangements.

Department………………………………………………………………………………………

Names of Job Sharers……………………………………………………………………………

Post Title…………………………………………………………………………………………

Date job share commenced……………………………………………………………………

Considering the impact of the job share arrangement the following are rated (please comment as appropriate)

<table>
<thead>
<tr>
<th>Continuity/communication</th>
<th>2 months</th>
<th>4 months</th>
<th>6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work output</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact on customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact on other staff involved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Split of working hours/days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other relevant area Please state</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A = Satisfactory B = Not satisfactory

Note: Where dissatisfaction is still shown after 4 months a copy of the form should be sent to the Human Resources Department

For areas of dissatisfaction please indicate what action is proposed to rectify the Situation
Overall, the job share arrangements have proved satisfactory and can now be made permanent.
The job share trial should be extended for a further two months.
The job share arrangements have proved unsatisfactory and should be discontinued.

(NOTIFY THE HUMAN RESOURCES DEPARTMENT AT THE EARLIEST OPPORTUNITY)

Managers signature…………………………………………….Date……………………
Job sharers signature…………………………………………….Date……………………
Job sharers signature…………………………………………….Date……………………