

[Company Name]
[Address Line 1]
[City, Postcode]

[Date]

[Employee Name]
[Address Line 1]
[City, Postcode]

Subject: Probationary Period Expectations - Graduate Recruitment Consultant

Dear [Employee Name],

Welcome to the team. This letter outlines the performance expectations and Key Performance Indicators (KPIs) for your [3/6] month probationary period as a Graduate Recruitment Consultant.

Your progress will be reviewed during formal meetings at the end of Month 1, Month 2, and the final review at Month [3/6]. To successfully complete your probation, you are expected to meet the following targets:

1. Business Development & Sales

- Achieve a minimum of [Number] outbound cold calls per day.
- Identify and map [Number] new companies within your assigned vertical per week.
- Secure [Number] new client meetings or job briefings per month.

2. Candidate Management

- Source and screen [Number] new candidates per week via LinkedIn, job boards, and database searches.
- Conduct at least [Number] candidate interviews/registrations per week.
- Format and submit [Number] CVs to active vacancies per week.

3. Training & Professional Development

- Complete all "Recruitment Academy" modules within the first [Number] weeks.
- Demonstrate proficiency in using the internal CRM/ATS system.
- Develop a clear understanding of your specific market sector and industry terminology.

4. Behavioral Expectations

- Maintain a high level of punctuality and professional conduct.
- Demonstrate a proactive attitude and resilience in a sales environment.
- Collaborate effectively with senior consultants and the talent delivery team.

We are committed to providing you with the necessary training and support to reach these goals. Your line manager, [Manager Name], will meet with you weekly to provide feedback and guidance.

Please sign below to acknowledge that you have read and understood these expectations.

Yours sincerely,

[Sender Name]

[Job Title]

Employee Acknowledgment:

Signed: _____ Date: _____