

[Date]

[Employee Name]
[Employee Address]

Subject: Probationary Period Expectations and Performance Standards

Dear [Employee Name],

Welcome to [Company Name]. As you begin your role as a Junior Recruitment Consultant, this letter outlines the specific expectations and key performance indicators (KPIs) you are required to meet during your [Number]-month probationary period ending on [Date].

Your performance will be evaluated based on the following targets:

- **Sourcing:** Identify and add at least [Number] qualified candidates to the database per week.
- **Outreach:** Complete a minimum of [Number] outbound sales or candidate screening calls per day.
- **Interviews:** Schedule and conduct at least [Number] first-stage candidate interviews per week.
- **Job Postings:** Draft and manage job advertisements across various platforms effectively.
- **Administrative Accuracy:** Maintain 100% accuracy in updating the Applicant Tracking System (ATS) and internal CRM.

In addition to these metrics, you are expected to demonstrate:

- Professionalism and punctuality in all internal and client-facing interactions.
- A proactive approach to learning recruitment methodologies and industry sectors.
- Compliance with all company policies and data protection (GDPR) regulations.

We will hold formal review meetings on [Date of Mid-point Review] and [Date of Final Review] to discuss your progress. However, your manager will provide ongoing feedback and support throughout this period.

We look forward to your contributions to the team. Please sign below to acknowledge that you have read and understood these expectations.

Sincerely,

[Manager Name]
[Job Title]

Employee Acknowledgment:

Signature: _____ Date: _____