|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Probation Review Form** | | | | | | | |
| **Name of employee:** | | | | |  | | |
| **Employee's job title:** | | | | |  | | |
| **Employee's department:** | | | | |  | | |
| **Employee's manager:** | | | | |  | | |
| **Employee's start date:** | | | | |  | | |
| **Date of 3/6 month review due :** | | | | |  | | |
| **Has a JD been given to the employee:** | | | | |  | | |
| **(Please complete all boxes fully)** | | | | | | | |
|  | **Needs Improvement** | **Meets Expectations** | | **Exceeds Expectations** | | **Outstanding** | |
| **Quality and accuracy of work** |  |  | |  | |  | |
| **Meets Targets/KPI'S** |  |  | |  | |  | |
| **Attendance** |  |  | |  | |  | |
| **Timekeeping** |  |  | |  | |  | |
| **Teamwork/ interpersonal /communication skills)** |  |  | |  | |  | |
| **Summarise overall performance** | | | | | | | |
|  | | | | | | | |
| **Outline any plans to improve performance.** | | | | | | | |
| **What** | | | **When** | | | | |
|  | | |  | | | | |
| **Employees comment on performance in their role, working relationships and working conditions.** | | | | | | | |
|  | | | | | | | |
| **Is the employee's appointment to be confirmed as permanent or extended to (date)** | | | | | **Yes** | | **No** |
| **Employee's signature:** | | | | |  | | |
| **Manager's signature:** | | | | |  | | |
| **Date:** | | | | |  | | |