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| **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:** |   |