**Line manager preparation form for probation review meeting**

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| Employee name:  Job title:  Department:  Date employment commenced:  Date of mid-point review meeting:  Date current probationary period due to end: |

**Section 1 – Mid-point review**

Has the employee settled in to the business?

Has the employee completed their induction and training plan?

Has the employee been provided with full details on their job role and their required tasks? Are they completing these tasks?

Has the employee been provided with details of their required standard of performance?

Has the employee raised any issues or concerns?

Have you identified any areas of the employee’s work that require further improvement/training?

How would you summarise the employee’s overall performance?

Do you have any concerns regarding completion of probation?

**Completed by (Manager): Date:**

**Section 2 – End of probation review**

How would you review the employee’s performance?

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Have objectives agreed at the mid-point review been completed?

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Have you identified any areas of the employee’s work that require further improvement/training?

How would you summarise the employee’s overall performance?

Will probation be:

Successfully completed [ ]

Extended [ ]

Unsuccessful [ ]

What are the reasons for an unsuccessful probation?

What are the reasons for extending probation?

What objectives need to be agreed for future employment?

**Completed by (Manager): Date:**