Mid-point probation review form

A mid-point probation review meeting is held to check the employee’s progress and discuss whether the employee has any concerns around their time in the business and their performance.

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| Employee name:  Job title:  Department:  Date employment commenced:  Line manager:  Date of review meeting:  Date current probationary period due to end: |

Have you enjoyed your time with the business?

Have you completed your induction and training plan?

Do you understand your job role and your required tasks?

Do you understand the standard that is required of you?

Do you require any additional support at this stage?

Do you have any issues or concerns at this stage?

Areas of work requiring further improvement/training:

Summary of employee’s overall performance:

Any additional comments/concerns regarding completion of probation:

**Agreed objectives**

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| --- |
| 1.  2.  3.  4.  5.  6. |

**Signed (Manager): Date:**

**Signed (Employee): Date:**

**Date of next meeting:**