Probationary review form

*Note:* *Completion of this form should be carried out in accordance with the probationary period policy.*

The purpose of probationary period reviews is to review your performance and feedback on your future within the business.

The possible outcomes of the review meeting include: confirming a successful completion of the probationary period, extending the probationary period or terminating your employment.

Employee name:

Job title:

Department:

Date employment commenced:

Line manager:

Date of review meeting:

Date current probationary period due to end:

Review of performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Objectives/Targets | Improvement Required | Average | Good | Excellent |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Areas of work requiring further improvement/training:

Summary of employee’s overall performance:

My decision is that the:

Employee has successfully completed their probation [ ]

Employee’s probationary period be extended [ ]

Employee’s employment be terminated. [ ]

If employment is to be terminated, record the reasons why:

If probation is to be extended, summarise the improvement required:

Extended probation period completion date: *[insert date]*

Any additional comments:

**Agreed objectives**

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

**Signed (Manager): Date:**

**Signed (Employee): Date:**