

# PROBATIONARY REVIEW FORM



The purpose of probationary period reviews is to review an employee's performance and feedback on their future with the business.

The possible outcomes of the review meeting include: confirming a successful completion of the probationary period, extending the probationary period or terminating the employee's employment for failed probationary period.

Name of Manager: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Review: \_\_\_\_\_

## Employee Details

Employee Surname: \_\_\_\_\_ Mr / Mrs / Miss / Miss / Other \_\_\_\_\_

Employee Forename(s): \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Probationary Period Is Due To End \_\_\_\_\_

## Review of Performance

Objectives / Targets / Competencies (please list)	Improvement Required	Average Performance	Good Performance	Excellent Performance

## Areas Of Work Requiring Further Improvement / Training:

## Summary Of Employee's Overall Performance:

**Managers Decision:**

- 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 Improvements Required:**

Extended probation period completion date: \_\_\_\_\_

**Additional Comments:**

**Agreed Objectives Going Forward (If Applicable):**

- 1.
- 2.
- 3.
- 4.
- 5.

Signed (Manager): \_\_\_\_\_

Date: \_\_\_\_\_