

Guide 2.12 (T): Probationary Period - Template

Name of employee:	Job Title:
Start date:	Date of end of probationary period:

Probationary Review*	First	Second	Third & Final
----------------------	-------	--------	---------------

* Circle as appropriate

	Improvement Required?	Average	Good	Excellent
Quality and accuracy of work:				
Goals met:				
Attendance:				
Timekeeping:				
Work relationships (team work, interpersonal and communication skills)				

Give details of any areas that require improvement:

Goals to be achieved:

Date Due

Ask the employee's views on the job, work environment and working conditions:

Summarise the employee's overall performance:

<p>Is the employee's appointment to be confirmed (if final probation meeting)?</p>	<p>Yes</p>	<p>No</p>
<p>If no, set out the reasons below.</p>		
<p>Should the employee's probationary period be ex-tended to allow time for improvement (if final pro-bation meeting)?</p>	<p>Yes</p>	<p>No</p>
<p>If yes, please specify the improvement required and how this will be achieved.</p>		
<p>Employee's signature:</p>		
<p>Manager's signature:</p>		
<p>Date:</p>		