**EMPLOYING YOUR NEW STARTER**

Guide 2.12 (T): Probationary Period - Template

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

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| --- | --- | --- | --- |
| **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)** |  |  |  |  |

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| --- |
| **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 condi- tions:** |
|  |
| **Summarise the employee’s overall performance:** |
|  |

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