

Probationary review form

The purpose of probationary period reviews is to review your performance and feedback on your 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 your employment.

Employee name:

Job title:

Department:

Date employment commenced:

Reporting manager:

Date of review meeting:

Date current probationary period due to end:

Do you feel settled in to your role?

Have you enjoyed your time with the business?

Have you followed a full induction in to the business?

Do you have your job duties & responsibilities?

Are you clear on what your job entails?

Do you understand your required tasks?

Do you understand the standard that is required of you?

Do you feel you require any more training to reach the required standard?

Do you feel you require any more support to reach the required standard?

Do you have any concerns or issues?

How do you feel your probationary period has gone?

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: