

EMPLOYEE PROBATION REVIEW FORM

PLEASE NOTE:

At least two weeks before the conclusion of the probation or trial period, the supervisor should complete this form and meet with the employee to review the employee's performance. The supervisor should provide the employee with a copy of the form, if the employee requests one. The completed form, including Recommendations and Signatures, should then be sent to the Human Resources (HR) Department. If the recommendation is for other than successful completion of the probation or trial period, the supervisor should contact the HR Consultant well in advance of the end of the review period.

Probation Record

Employee name:	Khuzaima	
Job Title:	Project Associate	
Grade:		
Department/Project:	Farm Production	
Position Start Date:	January 17. 2025	
Line Manager:	Dr. Zeeshan Nawaz	
	Date Due	Please tick when completed
Initial Meeting	February 2025	✓
3-month review:	April 2025	
6-month review:		

PART 1: Initial meeting

This section should be completed by the line manager within a month of the employee commencing their employment.

SECTION A: Objectives

The line manager should identify specific objectives for the employee (for 3 months, as appropriate) These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

- 1. Livestock Care & Feeding Management**
 - Ensure animals receive a balanced diet according to weight gain targets
 - Monitor feed consumption and adjust rations as needed
 - Maintain records of feed inventory and procurement
- 2. Health & Biosecurity Compliance**
 - Conduct regular health checks on livestock
 - Implement vaccination and deworming schedules
 - Ensure hygiene and biosecurity measures are strictly followed
- 3. Farm Operations & Maintenance**
 - Oversee daily farm activities, including feeding, cleaning, and watering
 - Ensure proper maintenance of equipment and facilities
 - Manage waste disposal efficiently to maintain hygiene
- 4. Record-keeping & Performance Monitoring**
 - Maintain accurate records of animal weight, growth rates, and health status
 - Track daily expenses and report financial updates
 - Provide weekly progress reports to the farm manager
- 5. Profitability & Efficiency Improvement**
 - Optimizing feeding strategies to reduce costs while maintaining growth rates
 - Identify and address inefficiencies in farm operations

- Contribute ideas for improving productivity and profitability

SECTION B: Development Plan

To support the employee in achieving these objectives, the line manager should identify employee needs related to his/her daily tasks and specify how and when these needs will be addressed during the probationary period.

1. Training & Skill Development

- Attend an orientation on farm operations and livestock management
- Receive training on feed formulation and nutritional balance
- Learn to identify signs of illness and implement health management protocols

2. Supervised Practical Experience

- Work under the guidance of an experienced farm manager for the first month
- Participate in hands-on training for feeding schedules, vaccination, and waste management
- Conduct weight monitoring and growth tracking exercises

3. Resource Allocation & Support

- Gain access to farm records, feeding plans, and inventory management tools
- Be provided with standard operating procedures (SOPs) for livestock care

4. Performance Monitoring & Feedback

- Weekly check-ins with the farm manager to assess progress
- Monthly performance evaluations based on feed efficiency, livestock health, and farm hygiene
- Identify challenges and receive corrective guidance from the management team

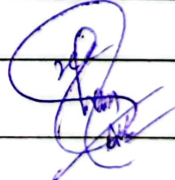
5. Compliance & Efficiency improvement

- Study and implement best practices for biosecurity and waste management
- Optimize feeding strategies to improve weight gain while reducing costs
- Contribute to identifying areas of improvement and suggest new strategies for farm efficiency

Employee's Signature:



Manager's Signature:



Date:

27-2-25