## **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:

Department/Project: Position Start Date: Line Manager:

Job Title: Grade:

Initial Meeting	
3-month review:	A Second
6-month review:	THE RESERVE OF THE PROPERTY OF
PART 1: Initial meeting  This section should be completed by the Line manager within a memployment.	onth of the employee commencing their
SECTION A: Objectives	The second secon
The line manager should identify specific objectives for the emplo statements of what should be achieved during the probationary primescales for achievement.	ariod, including indicators of success and
Contelation of the Alice	of time Copenione.
SECTION B: Development Plan	
To support the employee in achieving these objectives, the Lno match his/her daily tasks and specify how and when those needs will	be addressed during the probationary period
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J garaging with summer	& Pariso timely beellark.
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Manager's Signature:	22 7 1 20
Date.	77-7-10024
	sunday for on month.
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Please tick when completed

## PART 2 -Probation period Review (3 months) - This part of this form may also be used to conduct 3-months review with an employee whose probationary period is 3 months)

To be completed by the Line Manager in di	scussion with the em	ployee	Good	Excellent
(please lick)	Improvement required	Satisfactory	G000	LACONON
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping Work relationships (team work and				
interpersonal communication skills)				
Competency in the role				
Have the objectives identified for the	YES / NO	If NO, please provide details		
probationary period been met?				
production production in the p			*	
	Yes			
House the tecinion / Orientation goods	YES / NO			
Have the training / Orientation needs identified for the probationary period	TESTINO			
been addressed?				
Deen addressed :	65.			1
	1600.			j
				YES/NO
I recommend this probationary employe	ee become permane	nt and continuous.		TO STATE OF THE OWNER.
				Ve).
The employee may provide any comme				1
If NO, please provide reasons below an	d summarise what a	action has been taker	n to address any	difficulties, which
have arisen during the probationary pe				,
I recommend this probationary employee be dismissed before the end of the probationary  YES / NO				
the state of the s				10
If YES, please provide reasons and, who be monitored.				ired and how these will
The state of the s		end his	regular	ConfiscT
Length of the extension (max 2 to 3	Ende-	al ou betier	· la on	morth.
months):		will I decist	in alli	verity performs
New Probation Period completion d	ate:			
Employee's signature:				
Manager's signature:		TOTAL		
Date:		17/12		7-2024.