

**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:	Aymen Behroze	
Job Title:	Research & Business Dev Officer	
Grade:	04	
Department/Project:	Consulting Dept	
Position Start Date:	1-10-24	
Line Manager:	Mehwish Ali	
	Date Due	Please tick when completed
Initial Meeting		
3-month review:	12-26-2024	<input checked="" type="checkbox"/>
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**


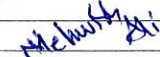
The line manager should identify specific objectives for the employee (for 3 months, as appropriate) These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

- opportunity identification
- Networking
- Attending meetings
- Helping in producing support documents
- finding CVs

**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.

Time sheet has been provided with activities and to track their progress which is shared every Friday. The activities are subject to change every week as per needs.

Employee's Signature:	
Manager's Signature:	
Date:	1-10-24

**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 discussion with the employee

(please tick)	Improvement required	Satisfactory	Good	Excellent
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 probationary period been met?	YES / NO  ✓ Yes	If NO, please provide details		
Have the training / Orientation needs identified for the probationary period been addressed?	YES / NO  Yes			
I recommend this probationary employee become permanent and continuous.				✓ YES / NO
<p>The employee may provide any comments about their experience of the probationary process here.</p> <p>Aymen is highly disciplined and competent for the position she is working. Her experience from Europe is always an add-on.</p>				
If NO, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period				
I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.				YES / NO
If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				
Length of the extension (max 2 to 3 months):	3 months			
New Probation Period completion date:	March 31st			
Employee's signature:	aymen			
Manager's signature:	Mehwish Ali			
Date:	12-26-2024			