

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:	Victor John D'sousa	
Job Title:	Project Associate	
Grade:	03	
Department/Project:	CBV	
Position Start Date:	25-02-2019	
Line Manager:	Asif Khan	
	Date Due	Please tick when completed
Initial Meeting		
3-month review:	✓	
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


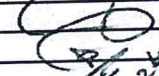
The line manager should identify specific objectives for the employee (for 3 months, as appropriate) These will be statements of what should be achieved during the probationary period, including indicators of success and timescales for achievement.

He is committed and hardworking staff member, any task assign to him, he complete and submit the data with full commitment.

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.

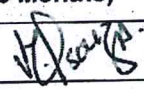
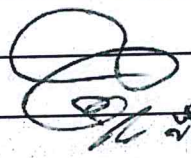
He required to improve his efficiency in excel and in email writing, which he has been guided and oriented time to time.

Employee's Signature:	Victor John D'sousa	
Manager's Signature:	Asif Khan	
Date:	24-05-2019	24/05/2019

PROBATION FORM

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	If NO, please provide details		
Have the training / Orientation needs identified for the probationary period been addressed?	(✓)YES / NO			
I recommend this probationary employee become permanent and continuous. (after successful completion of probation period)				(✓)YES / NO
<p>The employee may provide any comments about their experience of the probationary process here.</p> <p>Having good working environment, Learnt a lot during the time period, which I did not learn before. Very good cooperative team members.</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.				
If supervisor wants to extend his/her employee probation period then length of the extension period should be specified (max 2 to 3 months): (03 months)				
New Probation Period completion date:	26-May to 25-Nov-2019 (06 Months)			
Employee's signature:	Victor John D'sousa 			
Manager's signature:	Asif Khan 			
Date:	25-05-2019			