

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: | Haris Najeem | |
| Job Title: | Field Facilitator | |
| Grade: | 3 | |
| Department/Project: | HR Matters | |
| Position Start Date: | 20-5-24 | |
| Line Manager: | | |
| | 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.

Maintaining 100% weekly attendance.
Filling of staff documents.
Distribution of cards & Contracts
Locality Verification.
Respond to staff queries.
Communication.
Any other task assigned.

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.
Provided him with a thorough orientation regarding the project's requirements & nature, keeping him informed about task deadlines and activities with clear description.

| | |
|-----------------------|--|
| Employee's Signature: |  |
| Manager's Signature: |  |