

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:	Summer Margus	
Job Title:	Accounts & Admin Officer	
Grade:	04	
Department/Project:	Admin & Accounts CTC	
Position Start Date:	6.11.23	
Line Manager/Supervisor:	Zahid and Asghar	
	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.

- ① Effective Communication to address Payroll issues/complaints.
- ② Timely and Accurate Payroll Processing with minimal complaints or discrepancies reported.

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.

Employee's Signature:	
Manager's Signature:	
Date:	2/7/2024

Maria Nigam

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			<input checked="" type="checkbox"/>	
Efficiency			<input checked="" type="checkbox"/>	
Attendance				<input checked="" type="checkbox"/>
Time Keeping		<input checked="" type="checkbox"/>		
Work relationships (team work and interpersonal communication skills)				<input checked="" type="checkbox"/>
Competency in the role		<input checked="" type="checkbox"/>		
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 yes
The employee may provide any comments about their experience of the probationary process here.				
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 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):				
New Probation Period completion date:				
Employee's signature:				
Manager's signature:				
Date:		2/7/2024		

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Department/Project:	Admin + Accounts	
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Line Manager/Supervisor:	Zahid and Asghar	
	Date Due	Please tick when completed
Initial Meeting		
3-month review: ✓	6.11.23	
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.

achieved - Punctual
- Improved feedback
- Hard worker - establish timeframe for the accomplishment of these objectives - prob. period

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.

identify specific training needs for the employee
plan the employee need support to ensure the successful achievement of set objectives.

Employee's Signature:	
Manager's Signature:	Asghar
Date:	14-Feb-24

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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		
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New Probation Period completion date:				
Employee's signature:				
Manager's signature:				
Date:		14.2.24		