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:

Job Title:	AUTITIET	11141443		
Grade:	Accounts & Admin Officer			
	Da			
Department/Project:	Admin & Acounts Cook CTC			
Position Start Date:	^	.11.)2		
Line Manager/Supervisor:	Zahid and	d Asghar.		
1	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) Estective Communication	to costress Payrall issues/con	uplains.		
(1) Elbective Communication to address Payrall issues/complains. (2) Timoly and Accorate Payrall Processing with mininal 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:	- اللال			
Date:		21712074.		
	4	-		



[CTC-HR&OPS-Recruitment-F-7.2-c-041-IF/SF/SK] [Employee Probation Review-February_2024]

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 d	iscussion with the er	mplovee		
(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 provid	e details	
	yes.			
Have the training / Orientation needs identified for the probationary period been addressed?	YES/NO			
I recommend this probationary employe	e become permane	nt and continuous.		YES / NO
				Yes.
If NO, please provide reasons below and have arisen during the probationary periods.	summarise what a od	ction has been taken t	o address any d	ifficulties, which
I recommend this probationary employee period and will submit the appropriate fo	be dismissed beforms.	ore the end of the prob	ationary	YES / NO
If YES, please provide reasons and, when be monitored.	e appropriate, spec	cify any areas of impro	ovement required	and how these will
Length of the extension (max 2 to 3 months):				
New Probation Period completion dat	te:			
Employee's signature:				
Manager's signature:		Julia .		
Date:		217	2024.	
			11()0	l'



[CTC-HR&OPS-Recruitment-F-7.2-c-041-IF/SF/SK] [Employee Probation Review-February_2024]

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:

Date:

Employee name:	Summer 1	Maxeduc
Job Title:		
Grade:	nceoup 13 20	nd Admin Officer
Department/Project:		A DA in A Day of
Position Start Date:	6:11:20	Harris Incours
Line Manager Supervisor:	2ahid and	Asghar
. ,	Date Due	Please tick when completed
Initial Meeting		
3-month review:	6:11.23	
6-month review:	011 23	
PART 1: Initial meeting This section should be completed by the employment.	e line manager within a month of the	e employee commencing their
SECTION A: Objectives		
The line manager should identify specif statements of what should be achieved timescales for achievement.	during the probationary period, inclu	iding indicators of success and
ceptived - punctua - improved	l feedback = establish	time forme for the accomplishing pro
SECTION D. D. D. J. D.	Worker Course	of theses offering pr
o support the employee in achieving the to his/her daily tasks and specify how are identify spacific the plant the Employ Successful achievment	nese objectives, the line manager sho	ould identify employee needs related
Employee's Signature: Manager's Signature:	A D	
manager 3 Olynature,	A we -V	



[CTC-HR&OPS-Recruitment-F-7.2-c-041-IF/SF/SK] [Employee Probation Review-February_2024]

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)

Improvement required Satisfactory Good Excellent	To be completed by the Line Manager in d	liscussion with the er	mplovee		
Guality 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 YES / NO If NO, please provide details YES / NO If NO, please provide details 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 YES / NO Yes The employee may provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period YES / NO	(please tick)	Improvement		Good	Excellent
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? Have the training / Orientation needs identified for the probationary period been addressed? Frecommend this probationary employee become permanent and continuous. Frecommend this probationary employee be dismissed before the probationary process here. Frecommend this probationary employee be dismissed before the end of the probationary arisen during the probationary period will submit the appropriate forms. Frecommend this probationary employee be dismissed before the end of the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationary arisen during the probationary arisen during the probationary arisen during the probationary employee be dismissed before the end of the probationary arisen during the probationar	Quality and accuracy of work			1	
Artendance 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 Frecommend this probationary employee become permanent and continuous. YES / NO Y					15
Imme keeping Work relationships (team work and interpersonal communication skills) Competency in the role Have the objectives identified for the probationary period been met? WES / NO Have the training / Orientation needs identified for the probationary period been addressed? WES / NO Have the training / Orientation needs identified for the probationary period been addressed? WES / NO Wes Trecommend this probationary employee become permanent and continuous. YES / NO Wes 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 FNO, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary employee be dismissed before the end of the probationary YES / NO Wes POS / NO Wes /				P -	
interpersonal communication skills) Competency in the role Have the objectives identified for the probationary period been met? Have the training / Orientation needs identified for the probationary period been addressed? Find a provide any comments about their experience of the probationary process here. Find, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period Find, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period Find, please provide reasons below and summarise what action has been taken to address any difficulties, which have arisen during the probationary period Find, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. Find, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. Find, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. Find, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored.	Time Keeping				1/
Have the objectives identified for the probationary period been met? YES / NO	interpersonal communication skills)			V	
Have the training / Orientation needs identified for the probationary period been addressed? YES / NO Precommend this probationary employee become permanent and continuous. YES / NO NO NO YES / NO NO NO YES / NO NO YES / NO NO YES / NO NO NO YES / NO NO NO YES / NO NO YES / NO NO NO NO YES / NO NO NO NO YES / NO NO NO NO NO YES / NO	Competency in the role				
Have the training / Orientation needs identified for the probationary period been addressed? Precommend this probationary employee become permanent and continuous. YES / NO	Have the objectives identified for the probationary period been met?	YES / NO	If NO, please provid	e details	
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 YES / NO Recommend this probationary employee be dismissed before the end of the probationary YES / NO Recommend this probationary employee be dismissed before the end of the probationary YES / NO Region of the extension (max 2 to 3 anonths): The employee's signature: In an ager's signature: In an ager's signature:		Yes			
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 PES / NO PES / NO PES / NO PES / NO PES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. Pength of the extension (max 2 to 3 nonths): Interpretation I	identified for the probationary period	YES / NO			
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 Precommend this probationary employee be dismissed before the end of the probationary operiod and will submit the appropriate forms. If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. In the extension (max 2 to 3 months): Idea Probation Period completion date: Imployee's signature:					
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 Trecommend this probationary employee be dismissed before the end of the probationary enveriod and will submit the appropriate forms. TYES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. TYES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. TYES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. TYES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. TYES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored.	l recommend this probationary employe	e become permane	nt and continuous.		YES / NO
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 PES / NO NO PES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we emonitored. PES / NO NO PES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we emonitored. PES / NO NO PES / N					345 March 10 C M 10 10 M
YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. ength of the extension (max 2 to 3 nonths): ew Probation Period completion date: mployee's signature:	f NO, please provide reasons below and nave arisen during the probationary peri	summarise what a od	ction has been taken t	o address any d	ifficulties, which
YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we monitored. ength of the extension (max 2 to 3 months): ew Probation Period completion date: mployee's signature:	recommend this probationary employee	e be dismissed befo	ore the end of the prob	ationary	YES / NO
YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these we emonitored. ength of the extension (max 2 to 3 months): ew Probation Period completion date: mployee's signature: anager's signature:	oriod and win submit the appropriate to	rms.			No
months): lew Probation Period completion date: mployee's signature: lanager's signature:	f YES, please provide reasons and, wher e monitored.	re appropriate, spec	cify any areas of impro	vement required	
Imployee's signature:	ength of the extension (max 2 to 3 nonths):				
lanager's signature:	ew Probation Period completion da	te:			
ate: 14.2.24	mployee's signature:				