

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 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):	2 months.			
New Probation Period completion date:				
Employee's signature:	Sumaira			
Manager's signature:	[Signature]			
Date:	29-1-2025			