Probationary Periods – Review Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employee |  | Post |  |
| Department |  | Date commenced in post |  |
| Name of Line Manager |  | Review period (specify week) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY RESULT AREAS**  **(breakdown further if necessary)** | **Satisfactory** | **Unsatisfactory**  **(specify in more detail)** | **Details of further experience, learning, coaching required** | **Comments from employee** |
| Induction |  |  |  |  |
| Performance of duties |  |  |  |  |
| Customer service |  |  |  |  |
| Integration into department |  |  |  |  |
| Relationships with co-workers and manager |  |  |  |  |
| Attendance/Timekeeping |  |  |  |  |
|  |  | Sign off | Manager: | Date: |
|  |  |  | Employee: | Date: |