Probation Review Form

Probation review: progress against objectives, conduct, attendance and the outcome (confirm, extend or end).

Employee name *	
Job title	
Manager *	
Start date	_____ / _____ / _____
Review date *	_____ / _____ / _____
Review stage *	☐ Interim ☐ Final

Item	Satisfactory	Needs improvement	Unsatisfactory
Quality of work *	☐	☐	☐
Attendance and timekeeping *	☐	☐	☐
Conduct *	☐	☐	☐
Health and safety *	☐	☐	☐
Working with others *	☐	☐	☐

Progress against objectives *	
Support or training provided	
Outcome *	☐ Probation passed ☐ Probation extended ☐ Employment not confirmed ☐ Interim - continue
Extended to (if extended)	_____ / _____ / _____
Employee signature *	
Manager signature *	

* Required