

Probationary review form

Note: Completion of this form should be carried out in accordance with the probationary period policy.

The purpose of probationary period review is to review performance and feedback on your future with the organisation.

The possible outcomes of the review meeting include confirming a successful completion of the probationary period, extending the probationary period or inviting you to a probation hearing, the outcome of which may be dismissal.

Employee name:

Job title:

Department:

Date employment commenced:

Line manager:

Date of review meeting:

Date current probationary period due to end:

Review of performance

Summary of overall performance:

Areas of work requiring further improvement/training:

My decision is that the:

Employee has successfully completed their probation	[]
Employee's probationary period be extended	[]
Employee to be invited to probation hearing	[]

If probation is to be extended, confirm the new completion date (up to 3 months due to performance)

--

If probation is to be extended, summarise the improvement required:

--

If employee is being invited to a probation hearing, summarise the reasons why:

--

Any additional comments:

--

Signed (Manager):

Date:

Signed (Employee):

Date: