

Monthly Probation review form

Monthly review meetings support and monitor employee's performance, conduct, timekeeping and attendance

Employee name:

Job title:

Department:

Date employment commenced:

Line manager:

Date of review meeting:

Date current probationary period due to end:

How do you feel you are settling into your new role?

Review progress of induction and training plan?

Do you feel you have a clear understanding of your job role and your required tasks?

Do you require any additional support?

Do you have any issues or concerns?

Areas of work identified requiring further support/improvement.

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Summary of employee's performance and progress:

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Any additional comments/concerns regarding completion of probation:

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Signed (Manager):

Date:

Signed (Employee):

Date:

Date of next meeting: