**PROBATION REVIEW FORM**

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| --- | --- |
| **Employee Name** | Ador Wang |
| **Domain / Location** | DIG |
| **OKN Career Level** | Level 3 |
| **Domain Director Name** | Roland Irwin |
| **Probation Expiry Date** | 17/10/2015 |
| **Date Probation Review Meeting Held** | 28/10/2015 |
| **Reviewer Name** | Ray Moukaddem |

**Confirm Employment**

|  |  |  |
| --- | --- | --- |
| **Please confirm continuance of employment (circle)** | ***YES*** | NO |

**Referral Checkpoint**

|  |  |  |  |
| --- | --- | --- | --- |
| **Was the employee referred into the organisation** | | ***YES*** | **NO** |
| **If YES, by whom?** |  | | |

**Review of Performance:**

**S -** Satisfactory; **U -** Unsatisfactory;or **NA -** Not Applicable

**PROFESSIONAL CAPABILTY:**

|  |  |
| --- | --- |
|  | **S / U / NA** |
| (a) Application of technical knowledge | S |
| (b) Compliance to scope and objectives of assignment | S |
| (c) Timeliness of delivery | S |
| (d) Effectiveness of client interaction | S |
| (e) Quality of work | S |
| (f) General professional demeanour | S |
| (g) The extent to which the staff member is pro-active  (i.e., initiating rather than just responding). | S |
| **Comments:** | |

**PERSONAL DEVELOPMENT:**

|  |  |
| --- | --- |
| **PEOPLE SKILLS** | **S / U / NA** |
| (a) Effective communication skills; | S |
| (b) Willingness to work in a team and assist others both professionally and administratively; | S |
| (c) Assistance to other staff in sharing knowledge and experience; | S |
| **STAFF MANAGEMENT [where appropriate]** | **S / U / NA** |
| (a) Management of junior staff, including providing regular feedback; | NA |
| (b) Ability and involvement training and developing staff; | S |
| **BUSINESS DEVELOPMENT** | **S / U/ NA** |
| Identification of additional work in existing assignments | NA |
| Identification of other new business opportunities for Oakton | NA |
| Comments: | |

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| --- |
| **Feedback from employee** |
|  |

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| **PERFORMANCE OBJECTIVES UNTIL PERFORMANCE REVIEW** |
| 1. 85% utilisation 95% personal utilisation |
| 2. TBC |
| 3. |

Signed in agreement:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Manager Name: Ray Moukaddem

Manager Signature: Date: 28/10/2015

Employee Name: Ador Wang

Employee Signature: Date: 28/10/2015

*Please return completed form to hrsupport@oakton.com.au*