# AUSTRALIAN AUTOMOTIVE GROUP
# PROBATIONARY PERIOD ASSESSMENT FROM

Employee Full Name _Andrew Lippett._  Site Location _Ford Zetland._

Employee Position _Sales Consultant_  Site Managers Name _Ali Mireskandari._

Employee Start Date _02/03/18._  Site Managers Job Title _Retail Sales Manager._

Please note the following checklist and recommendations are to be filled in by the Site Manager accurately and in full. This document will form part of the Australian Automotive Group's assessment in determining whether or not the employee named above will have their employment terminated. I understand this document is private and confidential and can be used in legal proceedings where my analysis may be called into question. This document is must be passed to your manager once completed.

| | Criteria | Poor 1 | Passable 2 | Average 3 | Good 4 | Excellent 5 |
|---|---|---|---|---|---|---|
| 1 | What level of job knowledge does the probationer have? | | | ✓ | | |
| 2 | How good is the probationer's quality of work? | | ✓ | | | |
| 3 | How is the probationer's time management skills? | ✓ | | | | |
| 4 | How is the probationer's hygiene and overall appearance? | | | | ✓ | |
| 5 | How well does the probationer follow safe work procedures and safety rules? | ✓ | | | | |
| 6 | What level of initiative does the probationer show (e.g. are they a self-starter)? | ✓ | | | | |
| 7 | How well does the probationer follow instructions? | ✓ | | | | |
| 8 | How well does the probationer follow company policies? | | ✓ | | | |
| 9 | How punctual is the probationer? | | ✓ | | | |
| 10 | How well does the probationer cooperate with managers? | ✓ | | | | |
| 11 | How well does the probationer work with staff generally? | | ✓ | | | |
| 12 | How good an attitude does the probationer display towards their job? | ✓ | | | | |
| 13 | How good an attitude does the probationer display towards AAG as a whole? | ✓ | | | | |

14 Further notes : _Andrew has not improved since the last assessment in FEB 2018. His customers are very dissatisfied with Andrew's communication. They collectively say that they need to chase him all the time. He was rude to staff in many occ situations._

Overall Score = _3_ (out of _10_

## How does this employee rate to AAG's standards?

| Manifestly Substandard | Substandard and making unsatisfactory progress | Substandard but making some progress | Average | Above Average | Outstanding |
|---|---|---|---|---|---|
| | ✓ | | | | |

I confirm that over the course of this employee's probationary/qualification period, I have been continually assessing the employee's performance on an informal basis. In my considered opinion, I hereby recommend AAG undertake the following course of action against the employee named above.

| The employee should be terminated with notice | The employee should have their suitability re-assessed in (..../....) months | The employee should be offered employment as soon as practicable |
|---|---|---|
| ✓ | | |

Print Name _Ali Mireskandari_

Signature _[signature]_   Today's Date _28/3/18._