

# AUSTRALIAN AUTOMOTIVE GROUP

## PROBATIONARY PERIOD ASSESSMENT FORM

Employee Full Name STEVE FRASER Site Location SMITHFIELD P.D.  
 Employee Position ACCESSORY FITTER Site Managers Name ROB PAPPALARDO  
 Employee Start Date 19.11.2018 Site Managers Job Title PRE DELIVERY 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 How good is the probationer's quality of work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 How is the probationer's time management skills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 How is the probationer's hygiene and overall appearance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 How well does the probationer follow safe work procedures and safety rules?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 What level of initiative does the probationer show (e.g. are they a self-starter)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 How well does the probationer follow instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 How well does the probationer follow company policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 How punctual is the probationer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 How well does the probationer cooperate with managers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 How well does the probationer work with staff generally?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 How good an attitude does the probationer display towards their job?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 How good an attitude does the probationer display towards AAG as a whole?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Further notes : <u>STAFF MEMBER IS VERY UNRELIABLE.</u> <u>HAS VERY LITTLE ABILITY TO PERFORM JOB TASKS</u> Overall Score = (out of)					

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Name ROB PAPPALARDO  
 Signature R Pappalardo Today's Date 22.1.2019.