

AUSTRALIAN AUTOMOTIVE GROUP

PROBATIONARY PERIOD ASSESSMENT FORM

Employee Full Name

Adam Vinnicombe

Site Location

Castle Hill

Employee Position

1st yr Apprentice

Site Managers Name

Gavin Miller

Employee Start Date

28-3-19.

Site Managers Job Title

Asst

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 What level of initiative does the probationer show (e.g. are they a self-starter)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 How well does the probationer follow instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 How well does the probationer follow company policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 How well does the probationer work with staff generally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14 Further notes : Adam is at best "Passable" and average but we have been unable to assess his suitability for the role because he has not been at work long enough to make an objective assessment therefore he fails to meet the basic requirements of the probation period.	Overall Score = 35 (out of 65)				

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



Print Name

Gavin Miller

Signature

[Signature]

Today's Date

27-8-19