

# AUSTRALIAN AUTOMOTIVE GROUP

## PROBATIONARY PERIOD ASSESSMENT FORM

Employee Full Name DIANNE JEFFERY Site Location 145-151 MAIN ST BURKTON  
 Employee Position SERVICE RECEPTIONIST Site Managers Name JORGE HADDAD  
 Employee Start Date 09/07/2018 Site Managers Job Title SERVICE 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 How good is the probationer's quality of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 How punctual is the probationer?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Further notes :					
Overall Score = (out of					

Manifestly Substandard	Substandard and making unsatisfactory progress	Substandard but making some progress	Average	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 (2) months

The employee should be offered employment as soon as practicable

Print Name JORGE HADDAD

Signature

Today's Date

10/09/2018