

Probation review form

PROBATION REVIEW FORM

Employee name:
Employee title:
Start date:

Line manager:
Line manager title:

Date:

	Poor	Fair	Good	Very good	Excellent
Job Knowledge					
Quality of work					
Time management					
Organisation skills					
Communication & interpersonal skills					
Team work					
Attendance					
Customer-oriented attitude					

Comments:

- ☐ Probation passed
- ☐ Probation extended
- ☐ Termination of employment

Manager's signature

Employee's signature

Please return a copy of the completed probation review form to your HR department.