Probation review form

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**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.*