



Probationary Period Review Form

One important part of the probationary period is providing managers with the opportunity to set some preliminary goals and expectations for their employees. The job responsibilities/ initial goals section should be filled in upon reviewing the new hire's job description. The measurements should detail how you will measure appropriate progress toward the goal or performance of the job responsibility. For more information on onboarding your new hire, review your [onboarding checklist](#).

Employee Name: _____	Job Title: _____
Department: _____	Review Period: _____
Date: _____	Supervisor Name: _____

Job Responsibilities/ Initial Goals and Measurements	Making Appropriate Progress (Y/N)	Results/ Additional Notes
	Yes No	
	Yes No	
	Yes No	
	Yes No	
	Yes No	

Performance against Expectations

Additional Comments

Overall Performance Summary

- ☐ Making appropriate progress towards meeting job requirements and performance expectations.
- ☐ *Not making appropriate progress towards fulfilling job expectations and probationary period will be extended
- ☐ *Not making appropriate progress towards fulfilling job expectations

* Strongly recommend consultation with Human Resources Business Partner

Employee Signature and Date _____

Manager Signature and Date _____

Access instructions for e-signatures using Adobe Sign [HERE](#).