peoplegoal

End of Probation Performance Review

Employee Name		Reviewer Name	
Department		Start Date	
Role Title		Review Date	

General Overview	Employee Assessment	Reviewer Assessment
How have you found your first three months working at COMPANY?		
What's gone well and why?		
What could you improve on and why?		

Onboarding	Employee Assessment	Reviewer Assessment
How prepared were we in welcoming you to our team across these core areas? Suggest any ideas for improvement in your comments.	Enter your assessment and suggestions for improvement in the text box below	Enter your reviewer notes and suggestions for improvement in the text box below
Culture Company values, our ways of working, what the business strategy is were all communicated clearly		
Technology Laptop, phone, desk, account logins ready to go on day one		
Mentor Pairing Onboarding teammate introduced to you, was friendly and available for questions and invited you to team events		
Role Expectations Specifics of your role and responsibilities discussed; at least three 1-1 meetings booked and completed by you and your line manager		

Goals & Objectives	Goal Measurement	Goal Measurement
What are your three main objectives for the next 3 months? List the objective name and details of how you'll measure goal success in the comments.		
Objective 1		
Objective 2		
Objective 3		

Final Comments	Enter your comments in the text box below	Enter your comments in the text box below
Note down any additional comments.		

Final Signatures				
	Employee signature		Reviewer signature	
	Date		Date	