



Probation Review Document- 3-month review and 6-month probation	
Employee's Name:	Job title:
Division:	Start Date:
Department:	Manager's name:
Date of 3-month review:	Date of 6-month probation review:

The employee is to complete this form prior to their 3-month review and 6-month probation review meetings. The employee is then to bring the document along to each of the meeting. The Manager is then to complete Section A and B during the meetings and discuss.

Both the Employee and Manager must score against each section (For questions 1- 3 the employee must put an E in the boxes they select for each section and the Manager should put an M in the boxes they select):

**Section A**

**1. Performance**

	Poor	Below standard	Moderate	Good	Excellent
Attendance- 3-month review					
Attendance- 6-month probation					
Timekeeping- 3-month review					
Timekeeping- 6-month probation					
Standard of Work – 3-month review					
Standard of Work – 6-month probation					
Attitude to work- 3-month review					
Attitude to work- 6-month probation					

Motivation- 3-month review					
Motivation- 6-month probation					
Quality and Accuracy- 3-month review					
Quality and Accuracy- 6-month probation					

**2. Knowledge of the job**

	Poor	Below standard	Moderate	Good	Excellent
Theoretical knowledge- 3-month review					
Theoretical knowledge- 6-month probation					
Practical knowledge-3-month review					
Practical knowledge-6-month probation					
Rate of progress-3-month review					
Rate of progress-6-month probation					
Initiative & decision making-3-month review					
Initiative & decision making-6-month probation					

**3. Behaviour**

	Poor	Below standard	Moderate	Good	Excellent
Relationship with supervisor- 3-month review					
Relationship with supervisor- 6-month probation					
Relationship with colleagues- 3- month review					
Relationship with colleagues- 6- month probation					
Relationship with subordinates- 3-month review					
Relationship with subordinates- 6-month probation					
Relationship with others- 3-month review					
Relationship with others- 6-month probation					



**Section B**

**What has been achieved within the first 3 months?**

Employee comments:

Manager comments:

**What has been achieved between months 3-6?**

Employee comments:

Manager comments:



**How effective has any training been within the first 3 months?**

Employee comments:

Manager comments:

**How effective has any training been between months 3-6?**

Employee comments:

Manager comments:



**What training needs have been identified within the first 3 months?**

Employee comments:

Manager comments:

**What training needs have been identified between months 3-6?**

Employee comments:

Manager comments:

**What future goals and objectives have been agreed at the 3-month review?**

Employee comments:

Manager comments:

**What future goals and objectives have been agreed at the 6-month probation review?**

Employee comments:

Manager comments:



- *This section is to be completed at the 3-month review*

**Employee's Summary/ Comments at 3-month review:**

**Manager's Summary / Comments at 3-month review:**

*Any further action required: Previous targets achieved / Improvement targets agreed / Training required / Personal development required.*

Manager's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**3-month review passed**

**Yes**

**No**

**3-month review failed**

**Yes**

**Reason.....**



