



Probation Review Form

Guidance

This form should be used by a Manager during the Probation Review Meeting, to capture the outcomes of the discussion. Once the meeting has been held, send a copy of the completed form to the employee to review and agree.

Managers must confirm the outcome of the probation meeting using the email template provided within the People and Money Onboarding Task.

Completed forms and emails should be uploaded to the employee's SharePoint record. If you do not have access to this site email the documents to your School or Department Administrator (SDA) to upload. If you do not have an allocated SDA, send the form to HR Operations by submitting a Service Request>Enquiry>Learning and Development>Probation.

Please refer to the [Interim Probation Guidance](#) for more information and the [Staff on Probation Webpage](#).

Section 1: Employee Details

Name:	<input type="text"/>
Assignment Number:	<input type="text"/>
College/ Professional Services Group:	<input type="text"/>
School/Department:	<input type="text"/>
Meeting Date:	Click on <input type="text"/> for a date.

EXAMPLE

Section 2: Have the Standards, Objectives and Goals agreed for this period been met?

Yes No

If no, how this will be improved. What other support or adjustments can be made to assist the employee.

Section 3: Training/ Development – has the training and development agreed for this period been completed?

Yes No

If no, discuss how this will be improved. What other support or adjustments can be made to assist the employee.

Section 4: Performance and Conduct - Have the standards and expectations of the job that were set for this period been achieved?

Yes No

If no, identify areas that need to be improved, and what support is needed to achieve and sustain the required standards.

Section 5: Time Keeping and Attendance

Are there any issues with time keeping? Yes No

If yes, discuss how this will be improved. What other support or adjustments can be made to assist the employee.

Are there any concerns with attendance? Yes No

If yes, discuss how this will be improved. What other support or adjustments can be made to assist the employee.

Section 6: Areas for Improvement (if needed)

List what the employee needs to improve as well as the timescales for improvement:

Improvement Date:

1.

Click or tap to enter a date.

2.

Click or tap to enter a date.

3.

Click or tap to enter a date.

4.

Click or tap to enter a date.

5.

Click or tap to enter a date.

Do the concerns require formal action? Yes No

If yes, please refer to the [Interim Probation Guidance](#).

Section 7: Manager Signature

Objectives met and probation completed: Yes No

Probation Extended until (if applicable): Click or tap to enter a date.

Reason for Extension:

Signature:

Date: Click or tap to enter a date.

Next Steps - Forward form to employee to review and agree.

Section 8: Employee Signature

Review the information detailed in the form. If you have any questions about what is written please speak to your manager. If everything is correct, sign and return to your manager.

Signature:

Date: Click or tap to enter a date.

The following sections are to be completed after Probation Extension Review Meeting (if applicable)**Section 9: Manager Signature**

Objectives met and probation completed:

Yes No Signature:

Date: Click or tap to enter a date.

Forward form to employee to review and agree.

Section 10: Employee Signature

Review the information detailed in the form. If you have any questions about what is written please speak to your manager. If everything is correct, sign and return to your manager.

Signature:

Date: Click or tap to enter a date.