

## GUIDELINES: PROBATIONARY REVIEW MEETING (1 OR 2)

BEFORE THE MEETING	
<ul style="list-style-type: none"> <li>Inform the employee of your intention to conduct a probationary review meeting <i>via letter/email</i>. Please contact the office for a template.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure you have all the relevant documentation to hand in order to accurately assess the employee's performance.</li> <li>Set out the key areas of responsibility of the employee's role. These are the areas on which you will assess their performance.</li> <li>Independently assess and rate the employee's performance.</li> <li>Identify the employee's strengths and areas for improvement.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure the meeting takes place in a quiet room with no interruptions.</li> </ul>	
DURING THE MEETING	
<ul style="list-style-type: none"> <li>Thanks for coming.</li> </ul>	
<ul style="list-style-type: none"> <li>The purpose of a probation meeting is to give you feedback on your performance to date and get feedback from you in regards to your duties and how you are finding the Company.</li> </ul>	
<ul style="list-style-type: none"> <li>Discuss your opinion of his/her performance outline</li> </ul> <p><b>Positives:</b></p> <ul style="list-style-type: none"> <li><b>XXX: INSERT A POSITIVE</b> i.e. good timekeeping, friendly, gets on well with work colleagues.</li> <li><b>XXX: INSERT A POSITIVE</b> i.e. tries hard, always on time, willing to help others out.</li> </ul> <p><b>Negatives:</b> Discuss any issues that you have encountered or any concerns in relation to the employee's role and regarding their performance.</p> <ul style="list-style-type: none"> <li><b>XXX: INSERT WHAT PROBLEM IS WITH HIS/HER PERFORMANCE. INSERT WHAT YOU WANT HIM/HER TO DO.</b></li> <li><b>XXX: INSERT WHAT PROBLEM IS WITH HIS/HER PERFORMANCE. INSERT WHAT YOU WANT HIM/HER TO DO.</b></li> <li><b>XXX: INSERT WHAT PROBLEM IS WITH HIS/HER PERFORMANCE. INSERT WHAT YOU WANT HIM/HER TO DO</b></li> </ul>	
<ul style="list-style-type: none"> <li>How do you feel you are getting on in the role?</li> </ul>	
<ul style="list-style-type: none"> <li>The Company will provide you with support and assistance in achieving the required standards.</li> </ul>	
<ul style="list-style-type: none"> <li>However, please note that should this poor performance continue, we will not be in a position to pass your probation and your employment will be terminated.</li> </ul>	
<ul style="list-style-type: none"> <li>I will send you a letter after our meeting outlining the key issues discussed.</li> </ul>	
AFTER THE MEETING	
<ul style="list-style-type: none"> <li>Write up key points discussed as soon as the meeting is completed and send a letter to staff member. Please contact the office for a template.</li> </ul>	
<ul style="list-style-type: none"> <li>A copy of the meeting notes should be maintained on the employee's file</li> </ul>	