

Probationary Review Form

Employee Name:

Employee Title:

Employee Start Date:

Probationary Period Length:

Date of Review:

Assess the employee based on the below areas:

	Below Average	Average	Above Average	Notes
Achievement of Responsibilities (Please list main responsibilities of role)				
Knowledge				
Application of Skills				
Quality of Work				
Productivity				
Team Work				
Punctuality				

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Dependability				
Customer Service				
Innovation/Using Own Initiative				
Technical Skill				

Agreed areas to focus on going forward (to be agreed jointly by manager and employee):

How can the Company support you in reaching the required standards going forward?

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Additional Comments from Manager:

Additional Comments from Employee:

Date for next meeting:

Signature

Manager: _____

Date: _____

Employee: _____

Date: _____