

PROBATIONARY PERIOD REVIEW REPORT (6, 12, 18, 24 weeks)



Name: _____

Post: _____

Division: _____

Line Manager: _____

Targets and standards should now have been set for the employee in line with the pay progression guidelines. These will have been formally recorded and the employee issued with a copy. The areas below are for guidance only. Please add in or remove areas in line with specific job requirements.

1.	TARGETS, STANDARDS AND FLEXIBILITY The employee is demonstrating that they are working towards their recorded targets and standards. Please give examples to support this OR indicate any areas of concern and action to be taken. Please also note areas in which flexibility is being demonstrated in the role.		
	6 weeks	12 weeks	18 weeks

2.	KNOWLEDGE (see original person specification) The employee is demonstrating that they have the necessary level of understanding required to carry out the job duties. Please give examples to support this OR indicate any areas of concern and action to be taken.		
	6 weeks	12 weeks	18 weeks

3.	INTERPERSONAL SKILLS (see original person specification) The employee is demonstrating their written and verbal communication skills in relation to colleagues, customers, senior officers etc., in line with the job requirements. Please give examples to support this OR indicate any areas of concern and action to be taken.		
	6 weeks	12 weeks	18 weeks
4.	IT SKILLS (see original person specification) The employee is demonstrating the IT, word processing kills and related knowledge in line with the job requirements. Please give examples to support this OR indicate any areas of concern and action to be taken. Please note what is expected from the employee at each.		
	6 weeks	12 weeks	18 weeks
5.	TEAM WORKING The employee is demonstrating their commitment/contribution to team working. Please give examples to support this OR indicate any areas of concern and action to be taken.		
	6 weeks	12 weeks	18 weeks
6.	MANAGEMENT SKILLS (if applicable) The employee is demonstrating effective management skills. Please give examples to support this Or indicate any areas of concern and action to be taken. There is a need to be clear with the employee about what is expected at each stage in the process.		
	6 weeks	12 weeks	18 weeks

7.	ATTENDANCE (Please see OpenDoor Access for sickness record) Please ensure that the employee is aware of the Management of Attendance Policy. Please record any absence during the last 6 weeks and note any action recommended. Timekeeping should also be covered under this heading.		
	6 weeks	12 weeks	18 weeks
8.	TRAINING AND DEVELOPMENT Please note any training requirements at this stage, including health and safety training.		
9.	OTHER REQUIREMENTS/ISSUES (to include areas such as attitude) Please note any other requirements or issues at this stage.		
	6 weeks	12 weeks	18 weeks
10.	SIX MONTH STAGE Please comment on the overall review of performance at the six-month stage. Include all successes and progress of employee against targets/standards and flexibility. At the end of the six-month probation, it is vital that the line manager informs the HR Section of the successful outcome of the probationary process. It is important that the employee's contribution is recognised and they are formally told that they are performing to the standards required for the job.		

6 weeks

Signature of Employee: _____ Date: _____

Signature of Line Manager: _____ Date: _____

12 weeks

Signature of Employee: _____ Date: _____

Signature of Line Manager: _____ Date: _____

18 weeks

Signature of Employee: _____ Date: _____

Signature of Line Manager: _____ Date: _____

24 weeks

Signature of Employee: _____ Date: _____

Signature of Line Manager: _____ Date: _____