**PROBATIONARY PERIOD**

**PERFORMANCE REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** |  | **Date** |  |
| **Department** |  | **Reviewing Manager** |  |
|  |  |  |  |
| **Key Areas** | **Performance** | **Comments** |
|  | ExcellentGoodNeeds attention |  |
|  | ExcellentGoodNeeds attention |  |
|  | ExcellentGoodNeeds attention |  |
|  | ExcellentGoodNeeds attention |  |
| Team working and Co-operation | ExcellentGoodNeeds attention |  |
| Relationships with internal customers | ExcellentGoodNeeds attention |  |
| Timekeeping andAttendance | ExcellentGoodNeeds attention |  |
| Attitude  | ExcellentGoodNeeds attention |  |
| Overview | ExcellentGoodNeeds attention |  |
|  |
| **Probationary period completed** |  |
| **Probationary period extended to** |  |
|  |  |
| **FOR HR USE ONLY** |
| **Date Review due** |  | **Written confirmation** | Y / N |