**PROBATIONARY PERIOD**

**PERFORMANCE REVIEW**

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