

Employee's Name:	
Job Title:	
Department:	
Date of Joining:	
End of Probationary Period:	
Date of Review Meeting:	

Please rate the employee in the following areas, giving examples:

	Improvement Required	Satisfactory	Good	Excellent
1. Quality and Accuracy of Work				
2. Job Knowledge				
3. Efficiency				
4. Attendance				
5. Interpersonal and Communication Skills				
6. Overall Performance				

If any areas of performance, conduct or attendance require improvement, give details below:

---

Outline plans to improve performance:

---

Confirm employee in post?            YES            NO

If no, explain specific reasons for decision:

---

Should the probationary period be extended to allow time for improvement?            YES            NO

If yes, for how long should the probationary period be extended? Specify the improvement needed and how this will be achieved and measured. Are there any related training needs? If so, what are they?

---

End date of extended probationary period:	
Employee's Signature:	
Manager's signature:	
Date	
Date of Review Meeting:	