

PROBATION PERIOD REVIEW – WEEK 12

General Overview from Employee	
How has your third 4 weeks been?	
High Points	
Challenges	
What have you learned?	

General Overview from Manager –be specific, give examples	
High Points <ul style="list-style-type: none"> • What has the employee done particularly well 	
Challenges <ul style="list-style-type: none"> • What has it been noted that the employee has found challenging 	
Areas of concern/improvement <ul style="list-style-type: none"> • In what areas has the employee not met expectations 	

Review of specific action points/areas of improvement from 8 week review		Achieved Yes/No
Expectation/Goal	Feedback from Manager	
1		
2		
3		
4		
5		
6		

Action at this time:

Confirm permanent employment: Yes / No

Continue employment with warning Yes / No

Terminate employment: Yes / No

Specific action points/areas of improvement from 12-week review to be followed up in monthly 1:1 cycle if employment is confirmed	
Expectation/Goal	Support required and from whom or how to be provided
1	
2	
3	
4	
5	
6	

Expectations and performance for next 6 months if employment is confirmed		
	Expectations/Goals/Targets	Support required and from whom or how to be provided
1		
2		
3		
4		
5		
6		

Signed by Employee		Date
Signed by Line Manager		Date

EMPLOYER ONLY

IF EMPLOYMENT IS TERMINATED

List the areas of performance/conduct concern	Give clear rationale why these are unacceptable
<p>Confirmation of termination of employment to be provided in writing within 14 days. Ask for the employee's personal email and postal addresses; do not issue the letter in the meeting.</p> <p>If the employee has over 1 months' service, notice is 1 week (check contract) and will be paid in lieu of notice, therefore employment ends today</p>	