

PROBATION PERIOD REVIEW – WEEK 4

General Overview from Employee	
How are you settling in?	
High Points	
Challenges	
What are you enjoying most/least?	

General Overview from Manager –be specific, give examples	
High Points <ul style="list-style-type: none"> • What has the employee done particularly well • Fit to team 	
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 	

Specific action points/areas of improvement from first 4 weeks to be followed up in second 4 weeks and reviewed at the 8 week review	
Expectation/Goal	Support required and from whom or how to be provided
1	
2	
3	
4	

5	
6	

Expectations and performance for coming month		
	Expectations/Goals/Targets	Support required and from whom or how to be provided
1		
2		
3		
4		
5		
6		

Action at this time:

Continue employment: Yes / No

Continue employment with warning Yes / No

Terminate employment: Yes / No

Signed by Employee		Date
Signed by Line Manager		Date