

**PROBATION PERIOD REVIEW – WEEK 8**

<b>General Overview from Employee</b>	
How has your second 4 weeks been?	
High Points	
Challenges	
What have you learned?	

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

<b>Review of specific action points/areas of improvement from first 8 weeks</b>		<b>Achieved Yes/No</b>
<b>Expectation/Goal</b>	<b>Feedback from Manager</b>	
<b>1</b>		
<b>2</b>		
<b>3</b>		

4		
5		
6		

**Action at this time:**

Continue employment: Yes / No

Continue employment with warning Yes / No  
 (make clear to employee that if they don't achieve the required performance levels they will not pass their probation and their employment will be terminate)

Terminate employment: Yes / No

<b>Specific action points/areas of improvement from second 4 weeks to be reviewed at the 12 week review</b>	
<b>Expectation/Goal</b>	<b>Support required and from whom or how to be provided</b>
1	
2	
3	
4	
5	
6	

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

6		

<b>Signed by Employee</b>		<b>Date</b>
<b>Signed by Line Manager</b>		<b>Date</b>