

Name of employee: ... .. Start date: ..... Date of meeting: ...27 July

Purpose of the meeting: (please indicate)

REVIEW	8 WEEK PROBATION REVIEW	16 WEEK PROBATION REVIEW	FORMAL REVIEW	FURTHER FORMAL REVIEW
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Competence/Skills	Rating				Additional Comments	Action – training or development needs	Review date
	1.....	2	3	.....4			
Timekeeping	1	2	3	4 Excellent			
Attendance	1	2	3	4			
Reliability and dependability	1	2	3	4			
Planning and prioritisation	1	2	3	4			
Motivation/Initiative – degree to which individual suggests improvements, and initiates action	1	2	3	4			
Work rate – work output in line with level expected at this stage in employment	1	2	3	4			
Attitude to customers / other departments	1	2	3	4			
Decision making	1	2	3	4			
Works effectively as part of a team	1	2	3	4			

Relationships with supervisor and colleagues	1	2	3	4			
General conduct / co-operation – observance of policy and procedures	1	2	3	4			
Capability/performance – quality of work, accuracy, timely completion and presentation of work	1	2	3	4			

**Agreed action / targets to be achieved during the next review period**

**Additional remarks, notes, questions or suggestions**

**Employee comments**

<b>Manager:</b>	<b>Signed:</b>	<b>Employee:</b>	<b>Signed:</b>
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