

PROBATIONARY REVIEW FORM



(to be completed by the staff member before the review meeting as a basis for discussion, forwarded to the manager beforehand for use at the meeting itself and then signed by both employee and manager as a record of their discussion afterwards)

Review Date:		Job title:	
Employee / Appraisee Name:		Manager / Appraiser Name:	
Time in present position:		Department:	
Period Covered:	From:	To:	Date form to be returned by Appraisee:

I. Duties and Responsibilities

Describe briefly your responsibilities

2. Discussion Points

Question	Comments
1. Has the period since you joined been good/bad/satisfactory or otherwise for you, and why?	
2. Was the induction training you received satisfactory. Yes/No. Please give your reasons.	
3. (a) What do you like and dislike about working for the organization?	
3. (b) What do you like and dislike about working for your department?	

Question	Comments
4. What aspects of your job do you find most difficult?	
5. What aspects of your job interest you the most, and least?	
6. What do you consider to be your most important achievements since you joined.	
7. What action could be taken to improve your performance in your current job by you, and your manager?	
8. What sort of training / experience would benefit you in the next year?	
10. Describe your relationships with colleagues in your department and in the organization as a whole?	

3. Personal Objectives for the next 6 months and measurements against these.

Personal Objective	Measure/standard?	Comment
1.		
2.		
3.		
4.		
5.		

4. Capability and Knowledge

Delete if not applicable for the job. Please score (1 is low and 5 is high)

Criteria for the job (score if relevant to your job)	Score (1-5)	Criteria for the job (score if relevant to your job)	Score (1-5)
1. commercial judgement		10. creativity and innovation	
2. technical knowledge		11. problem-solving and decision-making	
3. time management		12. team-working and developing others	
4. planning, budgeting and forecasting		13. energy, determination and work-rate	
5. reporting and administration		14. steadiness under pressure	
6. communication (written & oral) skills		15. leadership and integrity	
7. delegation skills		16. adaptability, flexibility, and mobility	
8. IT/equipment/machinery skills		17. personal appearance	
9. meeting deadlines/commitments		18. Other (state)	

5. Action Agreed

6. Summary of Review [overall assessment of probationary period].

This form should be the basis for discussion at your review meeting; appraisee and appraiser should agree jointly the contents and sign after the meeting as a record of the discussion and of the action agreed.

Appraisee Name:		Appraiser Name:	
Signature:		Signature:	
Date:		Date:	

Data Protection Policy

'I agree to this information being retained for employment purposes under the General Data Protection Regulations 2018'