

PROBATION PERFORMANCE REVIEW & DEVELOPMENT PLAN

Most employees want to know how well they are performing on the job. Managers should hold regular review meetings during probation with employees, at which feedback on the managers performance expectations versus the employee's performance and progress should be discussed. The probation reviews should permit both parties to identify any learning and development needs and prepare themselves for future. Once this is known it becomes easy for employees to learn about the yardsticks and to improve their performance in future.

This form (together with job profile) has been designed to facilitate the two-way dialogue about performance and further development. It is recommended that employee is asked to self-evaluate their performance (using this form) prior to one-to-one performance review discussions.

Employee Name:	Hiring Manager (Name):
Position:	Started on (Date):
Department/Location:	Date of review:

The employee should rate themselves where 1=Poor and 5=Excellent under each category based on how they feel they performed during their probationary period. The Manager should then comment on whether they concur or not with each assessment and why.

	1	2	3	4	5	Manager's Comment
Job Performance						
Technical Skills						
Application of Learning to the Job						
Quality of Work						
Attitude to Supervision						
Attitude to Colleagues						
Attitude to the Company						
Response to Authority						
Time Keeping						
Attendance						
Flexibility						

A – Please list any specific objectives that were set / achieved since you started working
(This section can be used in setting objectives for probation period):

Objectives:	Completion Date:

B - Please answer the following questions to facilitate your discussion:

Employee	Manager
1. How do you think you are doing? What do you think you have achieved since you started?	

End of Sample