

PROBATION REVIEW FORM

EMPLOYEE NAME: **DEPARTMENT:**

IMMEDIATE MANAGER:

SENIOR MANAGER CHAIRING PROBATION REVIEW:

REVIEW DATE:

1. EMPLOYEE'S WORK PERFORMANCE

1.1. What aspects of an employee's performance to date have been satisfactory or have exceeded expectations?

Comments:

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1.2. What aspects of the employee's performance to date have been unsatisfactory or have failed to meet our required standards?

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Expected standards of performance

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2. EMPLOYEE'S CONDUCT

2.1. Are there any areas in which an employee should improve his / her adherence to Akwande requirements or rules and regulations?

Time keeping:

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Attendance:

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Other:

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- 3. Are there any further areas in which an employee's assimilation into the working environment can be improved?

Interaction with fellow employees:

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Attitude:

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Character:

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Other:

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4. Action plan to rectify shortcomings?

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5. Review Date:

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6. Consequences of failing to achieve required work standard by review date?

Further Counselling

Final Counselling

Termination of Employment

7. Chairperson's Comments

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8. Employee's Comments

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Chairperson

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Chairperson

Date: / / 20.....

