[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Probation Review Form

Deciding probation fairly and on the record: performance against the role, support given, and a clear pass, extend, or fail outcome.

Probation period and role

Employee: _____ **Role:** _____

Department: _____ **Manager:** _____

Probation start: _____ **Probation end:** _____

Contractual maximum probation: _____ **Extension already applied?:** _____

Criteria given in writing at start?: _____

Performance against expectations Ratings: 1 = well below, 3 = meets, 5 = exceeds expectations.

Criterion	Rating (1–5)	Evidence
Example: Quality of work	4	Error rate below team average in May
Example: Attendance and punctuality	5	No lateness in the period
Teamwork	4	Covered reception rota twice at short notice

Support and training given

Example: Induction: First week - Example: Buddy support: First month

Decision and reasons

Decision (Pass / Extend / Fail): _____ **Reasons tied to the criteria above:** _____

New end date (if extended): _____ **Support to be provided:** _____

Standard to be met: _____

Signatures and next steps

Employee signature and date: _____ **Employee comments:** _____

Manager signature and date: _____ **HR signature and date:** _____

Formal letter issued within three working days?: _____

Completion checklist

[ ] Every criterion is rated with evidence, not impression.

[ ] Support given (and any gap in it) is recorded honestly.

[ ] The decision, reasons, and next steps are written and the employee has a copy.

Document: Probation Review Form Prepared by: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____