**Probation Review**

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| **Employee's name:** |   |
| **Job title:** |   |
| **Date of review:** |   |
| **Date of engagement:** |   |
| **Manager:** |   |
| **Date of next review date;** |   |
| **Date 6 month review due:** |  |
|  |
|   | **Improvement required** | **Performance/Behaviour, Average /Good/Excellent** |
| **Ability to effectively discharge the duties of the post** |   |   |
| **Quality of work undertaken** |   |   |
| **Parent/Pupil relationships** |  |  |
| **Supporting Academy mission/ethos** |  |  |
| **Attendance** |   |   |
| **Time keeping** |   |   |
| **Work relationships (teamwork and interpersonal and communication skills)** |   |   |
| **Outline the employee's views on the job, work environment and working conditions.** |
|   |
| **Summary of employee's overall performance.** |
| **Is the employee at this stage performing satisfactorily?** | **Yes** | **No** |
| **If No what improvements are required?** |
| **Outline what additional support does the employee require to meet expectations?** |
| **If final review should the employee's probationary period be extended to allow time for improvement?** | **Yes** | **No** |
| **If Yes, please specify the date on which the employee will complete the extended period and specify the improvement required and how this will be achieved.**     |
| **New probation period completion date:** |   |
| **If final review and progress has been unsatisfactory has the employee been informed that consideration to terminating the contract is being considered**  | **Yes** | **No** |
| **Employee's signature:** |   |
| **Manager's signature:** |   |
| **Date:** |  |  |  |