**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:** | |  |  | | | |  |