

Probationary Review Meeting Form

Employee name and job title	
Date employment started	
Manager carrying out review	
Date of review meeting	
Date probation due to end	

The purpose of the mid-point review is to check progress, identify what has gone well, to identify any concerns about how the employee is settling in and to plan any training needs.

Employee feedback	Comments
How does the employee feel they are settling into the role and the team?	
What has gone well in the review period?	
Has anything not gone well in the review period?	
Has any planned training been completed?	

Areas of work the employee is doing well and should continue to do well.

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Any areas of work requiring further improvement/training

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Summary of performance by employee

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Summary of performance by manager

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Agreed actions

Action	Who	Date for completion

Signed (Manager):

Date:

Signed (Employee):

Date:

Date of next meeting: