

[Company name & logo]

PROBATIONARY REVIEW FORM

5 weeks - initial review

12 weeks - final review

Employee Information

Name: \_\_\_\_\_ Date of employment: \_\_\_\_\_ day/month/year

Job Title: \_\_\_\_\_ Date probation period ends: \_\_\_\_\_ day/month/year

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor Information

Name: \_\_\_\_\_ Dept / Location \_\_\_\_\_

Before completing this form, refer to the instructions overleaf.

Areas for review

- 1. Have you reviewed the job description with the employee? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 2. Have you provided the employee with a copy of the job description? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 3. How has the employee accomplished what you would expect **after this short period of employment** with respect to:

	Fails to meet job standards	Meets job standards	Exceeds job standards
Knowledge of job.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work attitude and cooperation...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are there certain areas where the employee excels?  
Specify: \_\_\_\_\_

5. Are there areas where improvement is desirable?  
Specify: \_\_\_\_\_

Evaluation

Do you wish to retain this employee? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

Comments

It is extremely important at this time to talk with the employee about progress, point out areas of satisfactory work, discuss areas where improvement is needed, and engage in future performance planning.

Supervisor's Comments: \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Signatures

Supervisor's Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_  
(Employee's signature acknowledges receipt only.)

# INSTRUCTIONS FOR SUPERVISORS

## Three Month Probationary Review Process

This form should be used at 5 weeks of employment and again at 12 weeks as the probation period ends at 13 weeks (3 months).

The form should also be used at any time during the Probation Period if there are any concerns that need to be immediately addressed. In this situation the appropriate senior manager or Human Resources should be contacted **before** it is discussed with the employee.

### 5 weeks and 12 weeks review

If the employee meets or exceeds job standards, the supervisor and employee should formally discuss the employee's performance. The 90-day probationary review form aids in this discussion. **It provides the supervisor** an opportunity for structured conversation about performance, offers an occasion for positive feedback to reinforce good performance, and aids in identifying problems and needs for additional training. **It provides the employee** with an opportunity to review job requirements and supervisor expectations, and creates an opportunity for conversation about continuing interest in the job.

The supervisor should complete all sections of the form except for **Employee's Comments and Employee's Signature** which are intended for completion by the employee.

### Unsatisfactory Performance

**If the employee fails to meet job standards and is proving unsuitable for the job, the supervisor should review the situation with the appropriate senior manager or Human Resources, before discussing it with the employee.**

Upon completion, the supervisor should return the original to be placed on the staff members personnel file, and provide a copy of the form to the employee.

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**Note:** In the event the employee resigns their employment during the probation period, the supervisor should submit the review form for the personnel file with a note of explanation.

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Please direct all inquiries regarding probation period to  
**[name]** and **[number]**.