

Probation Review Template

Complete at end of the probationary period. Retain in employee file.

Employee / Meeting Information

Employee Name:		Job Title:	
Department:		Manager Name:	
Probation Start Date:		Probation End Date:	
Review Date:		Review Type (Mid / End):	

Probation Objectives Assessment

Objective Set at O	Target / KPI	Achievement	Rating (1-5)	Manager Comments	Status
1					
2					
3					
4					
5					
6					
7					
8					

Overall Assessment

Overall Probation Rating (1-5):
Summary of Performance During Probation:
Strengths Demonstrated:
Areas Requiring Ongoing Development:
Support / Training Plan (if required):

Probation Decision

CONFIRMED — Probation passed. Employee confirmed in role.
EXTENDED — Probation extended by ____ weeks. Review date: _____
TERMINATED — Probation not passed. Termination in line with contract.

Rating Scale Legend

5 – Outstanding	Consistently exceeds all expectations; role model performance.
4 – Exceeds Expectations	Frequently surpasses targets and requirements.
3 – Meets Expectations	Consistently fulfills all job requirements.
2 – Needs Improvement	Partially meets expectations; development required.
1 – Unsatisfactory	Fails to meet basic requirements; immediate action needed.

Sign-Off & Acknowledgement

Employee Signature:	Date:	Manager Signature:	Date:	HR Signature:	Date: