



Probationary Review Template

HashMicro HR | End-of-Probation Assessment

Employee & Probation Details

Employee Name	[Full name]	Position Title	[Job title]
Manager	[Manager name]	Department	[Department]
Probation Start Date	[DD/MM/YYYY]	Probation End Date	[DD/MM/YYYY]
Probation Length	[3 months / 6 months]	Review Date	[DD/MM/YYYY]

Performance Assessment During Probation

Rate each area: 1 = Below Expectations, 3 = Meets Expectations, 5 = Outstanding

Role-Specific Tasks & Output	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Quality of Work	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Learning & Adapting to Role	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Communication & Team Integration	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Punctuality & Reliability	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding

Attendance & Conduct Record

Metric	Expected	Actual	Notes
Days absent	[0]	[]	[Reason if applicable]
Punctuality incidents	[0]	[]	[Details if applicable]
Conduct concerns raised	[None]	[]	[Details if applicable]

Role Suitability Assessment

Cultural Fit	[Suitable / Concerns]	Role Fit	[Suitable / Concerns]
Key Strengths Observed	[Summary]	Areas Requiring Development	[Summary]

Probation Outcome Decision

Tick one outcome and record the rationale below.

Outcome	Selected	Effective Date	Rationale
Confirm Employment	[(X)]	[DD/MM/YYYY]	[Reason]
Extend Probation	[(X)]	[DD/MM/YYYY]	[Reason + new end date]
End Employment	[(X)]	[DD/MM/YYYY]	[Reason + Fair Work notice given]

Goals for Confirmed Employment Period

Goal	Success Measure	Target Date	Owner
[SMART goal]	[How success is measured]	[DD/MM/YYYY]	[Name]
[SMART goal]	[How success is measured]	[DD/MM/YYYY]	[Name]
[SMART goal]	[How success is measured]	[DD/MM/YYYY]	[Name]

Signatures

Manager Name & Signature	[Signature]	[Date]
--------------------------	-------------	--------

Employee Name & Signature	[Signature]	[Date]
HR Representative (optional)	[Signature]	[Date]