**Probation**

**Month Five Review**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have areas that were addressed in the ‘Month Three Review’ been resolved?

How do you feel everything has gone since the last review?

What has been positive about your time with the company?

What has been the biggest challenge to date?

Do you need any support or training in your role?

Do you require any equipment to complete your role?

Have you any feedback for management?

Agreed Actions – Employee

Agreed Actions – Manager

Has the employee successfully completed the probation period? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please confirm the same in writing to the employee.

If no,

Has the probation been extended? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, what is the next review date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the period of the extension? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the specific areas for improvement to facilitate a successful probation?

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Or,

Has the employment been terminated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, has what is the reason for the termination?

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Has this been explained to the employee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the employee been advised of the leaver process? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the employee been advised in writing of potential salary deductions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_