

PROBATION REPORT FORM

Name:		Post Title:	
Date of appointment:		Probation expiry date:	

Indicative dates for Probation Review Meetings:			√
Meeting 1	To be completed two month after commencement of employment		
Meeting 2	To be completed four months after commencement of employment		
Meeting 3	To be completed six months after commencement of employment		

1. Understanding of the job

Competency	Not satisfactory	Satisfactory	More than satisfactory
Knowledge of key tasks assessed against job description			
Achievement of agreed targets			
Training completed			

Comments / development activity:

2. Competence

Competency	Not satisfactory	Satisfactory	More than satisfactory
Standard and quality of work			
Effectiveness			

Proficiency			
Organisational skills			
Taking initiative and solving problems			
Using information and communications technology			

Comments / development activity:

3. Knowledge of office / work base environment

Competency	Not satisfactory	Satisfactory	More than satisfactory
Awareness of office / work base and Council procedures			
Knowledge of department			

Comments / development activity:

4. Conduct

Competency	Not satisfactory	Satisfactory	More than satisfactory
Attitude to work			
Adaptability and flexibility			
Applies equality and diversity			
Builds good relationships with customers and colleagues			

Comments / development activity:

5. Attendance

Competency	Not satisfactory	Satisfactory	More than satisfactory
Overall attendance			
Reliability			
Punctuality			

Comments / development activity:

ADDITIONAL COMMENTS: LINE MANAGER

ADDITIONAL COMMENTS: EMPLOYEE

Approval – I confirm this is a true reflection of the probation review meeting:

Employee: _____

Date: _____

Line Manager: _____

Date: _____

FINAL REPORT ONLY

Please indicate what action you wish to take:

<input type="checkbox"/>	Confirm satisfactory completion of probation period.
<input type="checkbox"/>	Arrange a probation review hearing to consider employment suitability.

Line Manager: _____

Date: _____

Once this form is completed the Line Manager should provide the employee with a copy and retain for their own records.