

Probation Monthly Review Form

Month number:

	Widitii Hamber .
Employee Name	
Job Title	
Service Area	
Start date	
Manager	
Review Date	
Please use the scale belo	ow to rate the employee. A - Average G – Good E - Excellent
Required	A - Average G - Good E - Excellent
If any of the sections are	e not applicable to your role, please put N/A
Flexibility Tim	ne management Communication Service User Interaction (SUI) G G
Teamwork Per	rson Centred Understanding of Policies and Procedures E G
Report writing Follo	owing the Care Plan Implementation of Training G
Punctuality In	Personal appearance Attendance G G G G G G G G G G G G G
Effort & enthusiasm G	onfidentiality Guide Working G N/A
Employees Feedback:	
Performance feedback	k – Outline areas where employee is performing well.
Comments where are	as require improvement. Give details below:

Has the Employee made sufficient progress on the Care Certificate? Employees Signature Supervisors Signature Date Month 5 Review only Has the employee completed the Care N/A YES No Certificate Is the employee's appointment to be confirmed? YES No If Yes, contact HR for Successful Probation Period letter If No, give details of concerns and schedule a Probation Period Hearing date: Date of Probationary Period Hearing: Employees Signature Manager's Signature Date	Actions :					
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Supervisors Signature Month 5 Review only Has the employee completed the Care Certificate Is the employee's appointment to be confirmed? YES No If Yes, contact HR for Successful Probation Period letter If No, give details of concerns and schedule a Probation Period Hearing date: Date of Probationary Period Hearing: Employees Signature Manager's Signature	Has the Employee made su	ifficient progress on th	ne Care Cert	ificate?		
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If No, give details of concerns and schedule a Probation Period Hearing date: Date of Probationary Period Hearing: Employees Signature Manager's Signature				YES	No	
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Employees Signature Manager's Signature	ii No, give details of conc	erris ariu scriedule a Fr	i Obalion Fe	nou nearing	uate.	
Employees Signature Manager's Signature						
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Manager's Signature						
	Employees signature					
Date	Manager's Signature					
	Date					