[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Probation Review Form

Deciding probation fairly and on the record: performance against the role, support given, and a clear pass, extend, or fail outcome.

Probation period and role

Field	Entry
Employee	**[Employee name]**
Role	**[Role]**
Department	**[Department]**
Manager	**[Manager name]**
Probation start	**[Probation start]**
Probation end	**[Probation end]**
Contractual maximum probation	**[Contractual maximum probation]**
Extension already applied?	
Criteria given in writing at start?	

Performance against expectations

Ratings: 1 = well below, 3 = meets, 5 = exceeds expectations.

Criterion	Rating (1–5)	Evidence
Example: Quality of work	4	Error rate below team average in May
Example: Attendance and punctuality	5	No lateness in the period
Teamwork	4	Covered reception rota twice at short notice

Support and training given

Support / training	Date
Example: Induction	First week
Example: Buddy support	First month

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Support / training	Date

Decision and reasons

Field	Entry
Decision (Pass / Extend / Fail)	
Reasons tied to the criteria above	
New end date (if extended)	
Support to be provided	
Standard to be met	

Signatures and next steps

Field	Entry
Employee signature and date	
Employee comments	
Manager signature and date	
HR signature and date	
Formal letter issued within three working days?	

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Completion checklist

✓	Check
	Every criterion is rated with evidence, not impression.
	Support given (and any gap in it) is recorded honestly.
	The decision, reasons, and next steps are written and the employee has a copy.

Document	Probation Review Form
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**