Ashford Business Services Ltd

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	**Sarah Mitchell**
Role	**Office Manager**
Department	**Operations**
Manager	**James Patel**
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

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Support and training given

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

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	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
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