**[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 |
| | | |
| | | |
| | | |

[Company name]

## 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? | |

**[Company name]**

## 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]** |