**TOOL 2.4**

PROBATION REVIEW REPORT

GUIDE FOR EMPLOYERS IN USING THIS TOOL

This tool should be reviewed and tailored to meet the needs of the service. The report should be completed as part of the formal probationary review period. On completion of the process, this documentation is to be filed in the employee's records.

Full name of employee:

Position:

Name of service:

 First [ ]  Final [ ]  Report date:

Date employment commenced: Expiry date of probation period:

|  |  |  |
| --- | --- | --- |
| Key responsibilities / performance standard / conduct*(Refer to position description)* | Comments about responsibilities / performance / conduct | Goals for next review*(if a second review is to be held)**(Identify training needs)* |
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**TOOL 2.4**

PROBATION REVIEW REPORT *(continued)*

|  |  |  |
| --- | --- | --- |
| Key responsibilities / performance standard / conduct*(Refer to position description)* | Comments about responsibilities / performance / conduct | Goals for next review*(if a second review is to be held)**(Identify training needs)* |
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**TOOL 2.4**

PROBATION REVIEW REPORT *(continued)*

Additional comments by employee:

Additional comments by employer:

Agreed outcomes or actions:

**FINAL REVIEW ONLY**

**Outcome:** Satisfactory completion of probationary period: [ ]  [ ]

Yes

No

**Note:** Original is to be placed in the employee’s file. Copy to be provided to employee.

**CONDUCTED BY**

Name: Date: Position:

Signature:

Employee’s signature: Date:

*(to record the employee’s participation in the process)*

Employer’s signature: Position: Date: