# Probation Review Form

**Purpose:** This form is used to evaluate the performance, conduct, and overall suitability of a new employee during their probationary period. It assists in determining whether employment should be confirmed, extended, or terminated.

## Employee Information

|  |  |
| --- | --- |
| **Employee Name:** | {employeeName} |
| **Job Title:** | {jobTitle} |
| **Department:** | {department} |
| **Supervisor:** | {supervisorName} |
| **Start Date:** | {startDate} |
| **Review Date:** | {reviewDate} |

## Performance Areas

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating** | **Comments** |
| {#performanceAreas}{criteria} | {rating} | {comments}{/performanceAreas} |

## Strengths and Achievements

{strengths}

## Areas for Improvement

{areasForImprovement}

## Attendance and Punctuality

**Attendance Record:** {attendanceRecord}

**Punctuality:** {punctuality}

## Conduct and Behaviour

{conductComment}

## Recommended Action

{#recommendation}

* **Recommended Action:** {recommendationType}

{/recommendation}

{^recommendation}

* **Recommended Action:** No recommendation provided

{/recommendation}

## Additional Comments

{additionalComments}

## Signatures

|  |  |
| --- | --- |
| **Supervisor Name:** | {supervisorName} |
| **Supervisor Signature:** | {supervisorSignature} |
| **Date:** | {supervisorSignDate} |
| **Employee Acknowledgment:** | {employeeAcknowledgment} |
| **Employee Signature:** | {employeeSignature} |
| **Date:** | {employeeSignDate} |