
Probation Review Form for Employee

Personal and Employment Information

- Name: _____
- Role: _____
- Department: _____
- Probationary Period: From _____ To _____

Evaluation

- Key Achievements:
 - _____
- Areas Lacking Performance:
 - _____
- Training Undertaken:
 - _____

Feedback

- Immediate Supervisor's Remarks:
 - _____
- Peer Comments (if applicable):
 - _____

Outcome of Probation

- [] Pass

- Fail
- Extend Probation
- Justification for Decision:

- _____

Consent and Acknowledgment

- Employee's Signature: _____ Date: _____
- Manager's Signature: _____ Date: _____