

# EMPLOYEE PROBATION REVIEW

EMPLOYEE:	DATE:
ID:	PROBATION PERIOD:
SITE SUPERVISOR	FLS:

PROBATION PERIOD - ASSIGNED PROJECTS/RESPONSIBILITIES			
RESPONSIBILITIES	MEETS EXPECTATIONS		COMMENTS
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

PROBATION PERIOD - GENERAL SKILLS			
GENERAL SKILLS	MEETS EXPECTATIONS		COMMENTS
COMMUNICATION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TEAMWORK	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
PROBLEM-SOLVING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TIME MANAGEMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ADAPTABILITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
INITIATIVE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DECISION MAKING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
LEADERSHIP	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
PROFESSIONALISM	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
WORK ETHIC	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ATTENTION TO DETAIL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

INTERPERSONAL SKILLS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CRITICAL THINKING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
RELIABILITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ACCOUNTABILITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
GOAL SETTING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COLLABORATION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

**STRENGTHS**

**AREAS FOR IMPROVEMENT**

**HR DECISION AND APPROVAL**

PROBATION COMPLETED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PROBATION EXTENSION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IF PROBATION IS EXTENDED, THE NEW AGREED UPON DATE IS:

NEXT STEPS:

**ACKNOWLEDGEMENT & SIGNATURE**

I acknowledge that I have received feedback and participated in the Probation Review process. I have discussed my performance, goals, and areas for improvement with my supervisor. I understand the expectations set for me and commit to working towards achieving them.

EMPLOYEE NAME:	SIGNATURE:
HR NAME:	SIGNATURE: