

# Being Brilliant Your Probationary Review

<b>Name:</b>	
<b>Date of review meeting:</b>	
<b>Job title:</b>	
<b>Date current role began?</b>	
<b>Period of probation?</b>	3 months 6 months 9 months (extended)
<b>Does employee agree to current job description</b> *if yes ensure employee has signed a copy	Yes No – needs amendments (detail below)
<b>Review of Performance</b>	<b>Comments</b>
<b>Punctuality</b>	
<b>Sickness Absence</b>	
<b>Ability to work as part of a Team:</b>	
<b>Completes set tasks</b>	
<b>Follows company policies &amp; procedures</b>	

Supporting our values and culture		
		How has the employee demonstrated our core values throughout their probationary period
1	<b>Embrace and create change</b> – be flexible, nimble and adaptable	
2	<b>Keep it simple and speedy</b> –we're efficient, well organised and follow proven processes	
3	<b>Be unique</b> – innovate and create solutions	
4	<b>Focus on your responsibilities</b> – progressing your accountabilities and avoiding distractions	
5	<b>Act with your own initiative</b> – we take ownership of issues and focus on the desired outcome	
6	<b>Enjoy your work</b> – show ambition, we're interested, we get involved	
7	<b>Put your heart into it</b> – we're self-motivated, we show enthusiasm and passion	

### Supporting you

*Training & Development needs and when they need to be provided*

- 1.
- 2.
- 3.

### Probationary Review meeting outcome

<b>Passed Probationary Period</b>	Reason:
<b>Probation extension (3 months)</b>	Reason:
<b>Termination of Employment</b>	Reason:

Signature of reviewer: ..... Date: .....

Print name .....

Signature of individual ..... Date: .....

Print name .....