



## Probationary Period Monthly Review Form

Full name:
Job Title:
Service:
Team:
Date of Review:
Attendees:

Please tick the appropriate box below:

	Improvement Required	Average	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Timekeeping				
Conduct				
Behaviour and attitude				
Work relationships (team work, interpersonal and communication skills)				

Please provide further detail below:

Details of strengths and positive feedback:

Details of any areas which require improvement:

Details of any concerns:

Outline of plans to improve performance and support the employee ie training, job shadowing, coaching:

Summary of employees overall performance:

Details of Probationary Period Extension:

Line Manager Signature: ..... Employees Signature: ..... Date: .....



## Final Probationary Period Review Form

Full name:
Job Title:
Service:
Team:
Date of Review:
Attendees:

Was the probationary period extended?	<b>Yes</b>	<b>No</b>
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Overall feedback:

Details of previous extension of probationary period ie length of extension, issues leading to extension:

Is the appointment into the role to be confirmed?	<b>Yes</b>	<b>No</b>
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Details of issues resulting in non-confirmation of appointment:

Details of termination of employment i.e. notice period, leave date, right of appeal:

Line Manager Signature: ..... Employees Signature: ..... Date: .....

Appendix C – Invite to Final Review Meeting

Date:  
Our ref:

Dear

**Probationary Period – Final Review Meeting**

You are required to attend a meeting with myself, and [names of additional attendees] on [date] at [time]. The meeting will be held at [venue].

As you are aware, we have had monthly review meetings to discuss your probationary period in your role of [role]. [\*Your probationary period was extended on [date] to give you further time to demonstrate your suitability for the role.] \*delete as necessary

The purpose of the meeting is to complete your final probationary review.

You should be aware that this meeting may end in the termination of your employment.

You may be accompanied by either your Trade Union Representative or a work colleague (not a family member).

Yours sincerely

**NAME**  
**JOB TITLE**

Date:  
Our ref:

Dear

**Probationary Period – Termination of Employment**

I am writing to you further to our meeting held on [date] regarding your probationary period.

\*As you are aware, we have had monthly review meetings to discuss your probationary period in your role.

\*Your probationary period was extended on [date] to give you further time to demonstrate your suitability for the role.

\*The meeting was convened to discuss a particular concern regarding [overview of issue].

\*delete as necessary

I confirmed that unfortunately, you had not displayed the required [standards of performance/levels of attendance/conduct] required for the role. Therefore, I had no other option but to bring your employment to an end, and you were issued with [number of weeks/months] notice that your employment will end on [date].

You have the right of appeal against this decision. Any appeal must be made in writing within ten working days of receipt of this letter to [name of head of service, job title].

Yours sincerely

**Name**  
**Job Title**

Date:  
Our ref:

Dear

**Probationary Period – Confirmation into Role**

I am writing to you further to our meeting held on [date] regarding your probationary period. I am pleased to confirm you into the role of [role].

You will receive a confirmation into post letter in due course.

Congratulations on the completion of your probationary period, and I look forward to working with you going forward.

Yours sincerely

**Name**  
**Job Title**

Appendix F – Invite to Meeting to Discuss Concerns

Date:  
Our ref:

Dear

**Probationary Period**

You are required to attend a meeting with myself, and [names of additional attendees] on [date] at [time]. The meeting will be held at [venue].

The purpose of the meeting is to discuss concerns relating to your [conduct/performance/attendance] within your probationary period as [job title].

You should be aware that this meeting may end in the termination of your employment.

You may be accompanied by either your Trade Union Representative or a work colleague (not a family member).

Yours sincerely

**NAME**  
**JOB TITLE**

Date:

Our ref:

Dear

**Probationary Period – Extension**

I am writing to you further to our meeting held on [date] regarding your probationary period.

As you are aware, we have had monthly review meetings to discuss your probationary period in your role of [role]. I raised issues in relation to your [performance/conduct/attendance] on [date], and we agreed that you would be given further [training/support/coaching].

Despite this support, you still had not yet met the required standards. During the monthly review meeting on [date] we discussed your continuing unsatisfactory [performance/conduct/attendance]. I confirmed that your probationary period will be extended by [number of weeks/months] until [date].

I confirmed the improvement required in your [performance/conduct/attendance] during the extended period which will continue to be monitored on a [weekly/monthly] basis. Your progress will be formally reviewed at the end of the extended probationary period.

As you are aware, should you fail to improve and demonstrate your suitability within the extended period then a decision will be taken to terminate your employment with the Council and you will be issued with contractual notice.

If you have any questions or would like to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

**Name**  
**Job Title**

Date:  
Our ref:

Dear

**Appeal Against Termination of Probationary Period**

Further to your letter dated [date], I would like to invite you to a meeting during which I will chair the appeal against the termination of your probationary period from the role of [role].

The meeting will held at [venue] on [date] at [time]. [Name of HR Adviser] will also be om attendance to provide HR support.

[Name of manager] will be in attendance to present the management case, and I enclose a copy of the information that will be presented at the hearing. If you would like to provide a statement or any information that you would like me to consider, please send this directly to me no later than 48 hours prior to the hearing.

I must make you aware that my decision at the hearing is final.

You may be accompanied by either your Trade Union Representative or a work colleague (not a family member).

Yours sincerely

**NAME**  
**JOB TITLE**

Cc [other attendees]