HIRE WELL BY CAREER CALLING

Probation review

Use this for a fair, documented conversation before the probation period ends. Regular check-ins beforehand mean nothing here should be a surprise.

Important. If you are thinking of not confirming someone's employment, get advice first. Employees keep their entitlements during probation, including notice. See Fair Work's probation and unfair dismissal pages.

Details

Employee name:

Position:

Start date:

Probation end date:

Reviewed by:

Review date:

How the role is going

For each main responsibility in the position description, note what is going well and what needs work. Use examples.

Responsibility 1, comments:

Responsibility 2, comments:

Responsibility 3, comments:

Working with others and the workplace

Teamwork, communication, reliability, and following safety and workplace procedures.

Comments:

The employee's view

What has gone well? What has been hard? What support or training would help?

Employee comments:

Outcome

[ ] Employment confirmed

[ ] Probation extended, if the contract allows it, to (date) with these goals:

[ ] Employment not confirmed (get advice before this conversation)

Agreed actions and support:

Signatures

Employee signature and date:

Manager signature and date:
