



## **EMPLOYEE CONFIRMATION FORM / PROBATION REVIEW**

### **Note:**

It is mandatory for Managers to submit a copy of this form to HR regardless any performance outcome of the stated employee evaluation form. You are suggested to seek the advice of your respective HR Representative in case of any confusion or query arising from employee's side where extending the probationary period or non-confirming the employee in the post can be the possible outcomes.

However, in case of any non-reporting, it will implicate in the assumption that the employee's probation is progressing within the satisfactorily level. The line manager should ensure that the employee is given a copy of this document as a feedback of their probation and should retain the original to monitor progress against set objectives at follow-up meetings.

### **Probation Record**

<b>Employee name:</b>	<b>Syed Ali Abbas</b>	
<b>Job Title:</b>	<b>Lien Negotiator</b>	
<b>Department / Section:</b>	<b>PI – Collection</b>	
<b>Start Date:</b>	<b>23/7/2020</b>	
<b>Line Manager:</b>	<b>Waqas Ali</b>	
	<b>Date Due</b>	<b>Please tick when completed</b>
<b>3-month review:</b>		

### **Review of 3 Months' Probation**

To be completed by the Line Manager in discussion with the employee.

<p><b>If any areas of performance, conduct or attendance require improvement please provide details below.</b></p> <p>So far performing excellent job.</p>
<p><b>Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation.</b></p> <p>No concerns so far</p>
<p><b>Summarise the employee's performance and progress over the period</b></p> <p>In the short period of time, he is doing satisfactory job.</p>

<i>(please tick)</i>	<b>Improvement required</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>
<b>Quality and accuracy of work</b>		ok		
<b>Efficiency</b>			ok	
<b>Attendance</b>			ok	
<b>Time Keeping</b>		ok		
<b>Work relationships (team work and interpersonal communication skills)</b>			ok	
<b>Competency in the role</b>				ok
<b>Have the objectives identified for the probationary period been met?</b>	<b>YES / NO</b>	<b>If NO, please provide details</b>		
		Yes		
<b>Have the training / development needs identified for the probationary period been addressed?</b>	<b>YES / NO</b>	No		
<b>Is the employee's appointment to be confirmed?</b>				<b>YES / NO</b>
<b>If NO, please provide reasons below and summarise what action has been taken to address any difficulties that have arisen during the probationary period.</b>  <b>YES</b>				
<b>The employee may provide any comments about their experience of the probationary process here.</b>  				
<b>Should the employee's probationary period be extended?</b>				<b>YES / NO</b>
<b>If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.</b>  <b>NO</b>				
<b>Length of the extension (- months):</b>				
<b>New Probation Period completion date:</b>				
<b>Employee's signature:</b>				
<b>Manager's signature:</b>	Waqas Ali			
<b>Date:</b>	16/11/2020			

**PLEASE NOTE:** At the final review meeting, the line manager should confirm verbally whether or not the employee has successfully completed their probationary period. HR will only issue a letter to confirm the outcome of a probationary period where this follows an extension of the probationary period or where significant difficulties have arisen during the probationary period. In such cases, a copy of the completed probationary review form should be sent to HR to trigger issuing of the confirmation letter.