

### ONE / THREE / FIVE MONTH PROBATIONARY REVIEW

Team Member Name:	Reviewer Name:	
Position:	Commencement Date:	Review Date:
One / Three / Five Month Review:	Next Review Date:	

#### Part 1: Core Competencies

Competency	Levels				Comments
	1	2	3	4	
Attitude to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer service (internal and external)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and organising skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Level 4 = Exceeding Expectations

Level 3 = Satisfactory

Level 2 = Improvement(s) Needed

Level 1 = Unsatisfactory

**Role/Job Specific**

	Levels				Comments
	1	2	3	4	
Core competencies displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aptitude displayed so far	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Level 4 = Exceeding Expectations  
 Level 3 = Satisfactory  
 Level 2 = Improvement(s) Needed  
 Level 1 = Unsatisfactory

**Part 2: Summary of job performance during probation**

Overall performance	Comments
<input type="checkbox"/> Exceeding Expectations <input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement(s) needed <input type="checkbox"/> Unsatisfactory	

What are the team member's strong points?

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What are the areas requiring improvement?

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**Performance development objectives**

Team member and reviewer to discuss and list goals for the next review period.

Goals	Action plan and time frame
1.	
2.	
3.	

Action to follow review	Comments
<input type="checkbox"/> Continue probationary employment period <input type="checkbox"/> Termination of employment recommended	

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Signed

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Name

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Title

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Date