SURE BETTS
HR Solutions

Probation Review Template

Employee Details

Name: _____

Job Tittle: _____

Department: _____

Start Date: _____

Reviewer Name & Role: _____

Review Date: _____

Goal-Setting and Performance Review

30- Day Review

□ **Technical Competence Goals:**
- [List specific technical objectives]

□ **Behaviours & Cultural Fit Goals:**
- [List expectations for collaboration, adaptability, attitude, etc.]

□ **Key Achievements:**
- [What has been accomplished so far?]

□ **Areas for Development:**
- [Identify improvement areas and support needed]

□ **Reviewer Comments:**
- [Overall feedback]

60- Day Review

□ **Technical Competence Goals:**
- [Adjust or add new objectives]

□ **Behaviours & Cultural Fit Goals:**
- [Progress on integration into company culture]

□ **Key Achievements:**
- [What has been accomplished so far?]

□ **Areas for Development:**
- [Identify improvement areas and support needed]

□ **Reviewer Comments:**
- [Overall feedback]

90- Day Review

□ **Technical Competence Goals:**
- [Final assessment of skills and knowledge]

□ **Behaviours & Cultural Fit Goals:**
- [Evaluation of engagement, attitude, and teamwork]

□ **Key Achievements:**
- [Summarising progress and contributions]

□ **Areas for Development:**
- [Future recommendations for success]

□ **Reviewer Comments:**
- [Final feedback before confirmation or extension of probation]

Overall Assessment & Next Steps

□ **Final Decision:**
- [Confirm employment / Extend probation / Other actions]

□ **Action Plan:**
- [Additional training, mentoring, next steps for success]

Date of review: _____

Signed (Manager): _____

Signed (Employee): _____