

Employee Preparation Form for Probation Review Meeting

This form is to help you to prepare for your probation review meeting.

1. How do you feel you have settled into your role?	
2. Do you feel you have been fully inducted into the organisation?	
3. What training and support have you received?	
4. Are you clear on the standards expected of you?	
5. To what extent have you covered all areas of your job description?	
6. What do you still need to work on?	
7. What support do you need?	
8. Overall comments	