

# Line Manager Preparation Form for Probation Review Meeting

Employee name and job title	
Date employment commenced	Click or tap to enter a date.
Date of mid-point review meeting	Click or tap to enter a date.
Date probation due to end	Click or tap to enter a date.

## Section 1 – Mid Point Review

Mid-Point Review	Yes/No	Comments
1. Has the employee's induction plan been followed?	Choose an item.	
2. Has the employee completed planned training?	Choose an item.	
3. Is the employee settling into the role?	Choose an item.	
4. Is the employee working to the full job description?	Choose an item.	
5. Have you ensured the employee is clear on the standards expected of them?	Choose an item.	
6. Have any concerns been discussed in one-to-one meetings?	Choose an item.	
7. Is the employee on track to complete probation at this stage?	Choose an item.	
8. Are there areas of Work requiring further improvement /Training	Choose an item.	

## General view on the employee's overall performance

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## Section 2 – End Point Review

Mid-Point Review	Yes/No	Comments
1. Have any concerns identified by the employee	Choose an item.	

at the mid-point review been addressed?		
2. Have actions agreed at the mid-point review been completed?	Choose an item.	
3. General view on the employee's overall performance		
4. Areas requiring further development/areas to be discussed	Choose an item.	
5. Probation to be signed off?	Choose an item.	
6. If No, outline the reasons why not and actions to be taken		
7. If Yes, outline objectives to be discussed for the next period		
8. Is the employee on track to complete probation at this stage?	Choose an item.	