

probationary period performance review

Have a variety of people report back on a new team member – but always direct reports

surname/family name.	forenames.	department.
start date (this employment).	job title.	date of review.

profile factors: 1 = unsatisfactory
 2 = poor
 3 = average
 4 = above average
 5 = good
 6 = highly satisfactory

assessment factors.	profile score.						state reasons for scores.
creativity. <small>(ability to be creative within the role remit)</small>	1	2	3	4	5	6	
organising skills. <small>(ability to organise day to day tasks and to ensure monitoring & measuring activities are effectively carried out)</small>	1	2	3	4	5	6	
co-ordinating. <small>(ability to gain effective aid, cooperation, understanding & agreement from colleagues)</small>	1	2	3	4	5	6	



<p>positive control.</p> <p>(ability to ensure quality through effective monitoring and measuring, identifying and resolution of mistakes)</p>	1	2	3	4	5	6	
<p>decision-making.</p> <p>(ability to solve day to day problems & make decisions)</p>	1	2	3	4	5	6	
<p>communication.</p> <p>(ability to communicate effectively)</p>	1	2	3	4	5	6	
<p>motivational abilities.</p> <p>(ability to self motivate to increase performance)</p>	1	2	3	4	5	6	

further notes / explanation:

name of appraiser: | **title:** | **signature:**

