**Performance Development**

**Probationary Review**

Review Date:

Employee Name:

Job Title:

Department:

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| **Performance of General Duties** |
| Areas of discussion.Knowledge, skill, ability, competency, continuous improvement, capability, attitude, quality, cooperation, appearance, hygiene, fulfils job description, paperwork, Quality, lead time, KPI’S & SOP’S, Health & safety. Wearing ppeComments: |
| Employee Comments: |

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| **Engagement** |
| Areas of discussion:Interest, development, initiative, forward thinking, the bigger picture, social media, attitude, stake holder, ambition, motivation, buy in, flexibility, brand building, process improvements, customer service, training, follow-up/follow-through, continuous improvementComments: |
| Employee Comments: |

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| **Dependability** |
| Areas of discussion: reliability, time, punctuality, trusted, sick days, lateness, appearance, proactive, work on your own initiative, can take control, reacts well to un-for-seen circumstances, communication, follows rules & procedures, complaints, flexibility, on call availability, shoddiness, scrapComments: |
| Employee Comments: |

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| **Sales/Customer Service** |
| Areas of discussion: quality, skills, performance, service level, communication, building relationships, targets achieved, maintenance, house-keeping, procedures, project times,Comments: |
| Employee Comments: |

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| **Teamwork** |
| Areas of discussion: communication, rapport with fellow workers, team player, organisation, hand over’s, behaviour, ethics, morals, attitude, taking direction |
| Employee comments: |

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| **Leadership** |
| Areas of discussion:Role model, lead by example, motivate, organisational skills, effective communication, people management, administrative skills, training, continuous improvement. Implementing new structures, procedures and ideas, satisfactory KPI’S, EngagementComments: |
| Employee Comments: |

**Training needs identified.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Workload.**

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**Progress and difficulties**

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**Summary** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Supervisor Signature:** |  |  |  **Date:** |  |

The comments in this review have been discussed and explained to me by my supervisor. My own comments are as follows:

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**Employee Signature:**  **Date:**