

Probation Review One Page Manager Checklist

A concise preparation and discussion prompt for an organisation-defined probation review.

Details

EMPLOYEE	ROLE
START DATE	ORGANISATION-DEFINED REVIEW OR END DATE
MANAGER	

Before the review

☐	Review role expectations
☐	Review performance evidence
☐	Consider attendance and reliability only where legitimately relevant
☐	Review training and induction completed
☐	Identify strengths
☐	Identify concerns with specific examples
☐	Review support already provided
☐	Consider additional support
☐	Check the relevant contract, policy and process
☐	Give the employee an opportunity to contribute

During and after the review

☐	Discuss progress and strengths
☐	Explain concerns clearly and record employee comments
☐	Agree actions and appropriate support
☐	Confirm the next review or follow-up
☐	Record the outcome through the organisation's appropriate process

USE THIS RESOURCE CAREFULLY Probation arrangements and timescales depend on the contract, policy and circumstances. This checklist does not create a universal probation period or dismissal deadline, and it does not determine employment rights or fairness.

FREE INTERACTIVE TOOL Probation Date Planner | </free-tools/probation-date-planner>

COMPLETE PAID WORKFLOW Probation and Early Performance Management Toolkit | </toolkits/probation-early-performance-management>