## New Starter Probationary Review



Colleague Name:	Payroll Number:
Department:	Role:
Start Date:	Site:
END OF WEEK 1	
	Date:
How has your first week gone?	
Is there anything we need to support you with right	ht now?
BY THE END OF WEEK 4	Date:
How have your first 4 weeks with us gone?	
Let's review your induction plan, what's still outsta	anding or needs further support?
What could of industion were most and look we	2 ما مدر
What aspects of induction were most and least val  Most	Least
What, if any, additional support do you need?	
Tell us what you've learnt about The Greencore Wa	ay

What goals did we set that you've not achieved	and why?			
What goals did we set that you ve not achieved	a and why:			
Summary of Performance				
Standards	Consistently exceeds	Consistently <b>a</b> chieves	Achieves although not consistently	Consistently fails to achiev
Quantity and quality of work				
Work related skills				
Team management				
Team working				
General attitude / conduct and communication skills				
Fimekeeping and attendance				
Flexibility / orientation to change				
nitiative and learning ability				
Night have found been been been been been and				
Note here feedback and concerns from both parti	les			
SY THE END OF WEEK 8			Date:	
How are you settling in?				
s there anything you need further support with?				

Summary of Performance				
Standards	Consistently exceeds	Consistently achieves	Achieves although not consistently	Consistently fails to achieve
Quantity and quality of work				
Vork related skills				
eam management				
eam working				
General attitude / conduct and communication skills	s $\square$			
imekeeping and attendance				
lexibility / orientation to change				
nitiative and learning ability				
Note here feedback and concerns from both pa				

Let's think about setting more long term goals, what do you think these should be?    Is there any further support you need?					
Summary of Performance  Standards  Consistently exceeds  Consistently achieves although not consistently achieves although not consistently fails to achieves  Quantity and quality of work  Work related skills  Team management  Team working  General attitude / conduct and communication skills  Timekeeping and attendance  Flexibility / orientation to change					
Summary of Performance  Standards  Consistently exceeds although not consistently achieves although not consistently achieves although not consistently fails to achieves  Ouantity and quality of work  Work related skills  Team management  Team working  General attitude / conduct and communication skills  Timekeeping and attendance  Flexibility / orientation to change					
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Standards  Consistently exceeds  Consistently achieves although not consistently achieves although not consistently fails to achieves  Quantity and quality of work  Work related skills  Team management  Team working  General attitude / conduct and communication skills  Timekeeping and attendance  Flexibility / orientation to change	Is there any further support you need?				
Standards     Consistently exceeds     Consistently achieves although not consistently achieves     Achieves although not consistently       Quantity and quality of work	is there any further support you need.				
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Standards     exceeds     achieves     although not consistently     fails to achieves       Quantity and quality of work		Consistently	Consistently	Achieves	Consistently
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Team working					
Team working	Team management				
Timekeeping and attendance			П		
Flexibility / orientation to change	General attitude / conduct and communication skills		П		
Flexibility / orientation to change	Timekeeping and attendance		П	П	
	Initiative and learning apility		Ш		
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Note here feedback and concerns from both parties:					

KEY GOALS FOR THE NEXT 12	2 WEEKS		
BY THE END OF WEEK 26			
PROBATIONARY PERIOD OUTCOME			
Has the colleague successfully completed t	heir probationary period?	<b>Effective date:</b>	
Is an extension required?	Probationary period ex	xtended until:	
Confirm in detail the reason for extension			

Specific goals to be demonstrated during extension
1. What needs to be achieved or demonstrated?
2. By when?
3. How will we measure this?
Notes

What are you most proud of during your first 6 months with us?		
What goals or tasks have you struggled with and why?		
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What feedback have you got for us?		
Notes		
A copy to be retained by the colleague and reviewing manager and a copy to be fo	rwarded	I to HR once
complete.		
Manager's signature:	Data	
Colleague's signature:	Date	

