

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 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 outstanding or needs further support?

What aspects of induction were most and least valuable?

Most

Least

What, if any, additional support do you need?

Tell us what you've learnt about The Greencore Way

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Probationary Review

Tell me about your achievements in your first 4 weeks, what's been most rewarding?

What goals did we set that you've not achieved and why?

Summary of Performance

Standards	Consistently exceeds	Consistently achieves	Achieves although not consistently	Consistently fails to achieve
Quantity and quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work related skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude / conduct and communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility / orientation to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and learning ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the colleague on track with their training plan?

Yes No

BY THE END OF WEEK 8

Date:

How are you settling in?

Is there anything you need further support with?

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Probationary Review

Let's review your short term goals, how are your progressing with those?

Is the colleague on track with their training plan?

Yes No

Summary of Performance

Standards	Consistently exceeds	Consistently achieves	Achieves although not consistently	Consistently fails to achieve
Quantity and quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work related skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude / conduct and communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility / orientation to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and learning ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note here feedback and concerns from both parties

BY THE END OF WEEK 12

Date:

How are things now 12 weeks in?

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Probationary Review

Is there anything left from your training plan that you need to complete?

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	Achieves although not consistently	Consistently fails to achieve
Quantity and quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work related skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude / conduct and communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility / orientation to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and learning ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note here feedback and concerns from both parties:

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Probationary Review



Probation Outcome

Has the colleague successfully completed their probationary period?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Effective date:		Is an extension required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Probationary period extended until:			
Confirm in detail the reason for extension			

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Probationary Review



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

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Probationary Review

What goals or tasks have you struggled with and why?

What feedback have you got for us?

Notes:

A copy to be retained by the colleague and reviewing manager and submitted through People XD once complete.

Manager's signature:

Date:

Colleague's signature:

Date: