



# FAMILY WISE LTD

## Probation Progress Meeting

Employee name:	
Job Title:	
Department:	
Employment start date:	
Line manager:	
Date of Probation Review meeting:	

### Purpose of the probation meeting:

- 🌸 The meeting will be a time for us to connect specifically on topics you wish to discuss and review your induction documentation.
- 🌸 We will look at your training requirements that will form the bases of your day-to-day activity over the next month.
- 🌸 Discuss feedback from your team members.

Please prepare for this meeting, by reviewing your **Induction document**, consider how confident you feel with each of the task descriptions.

### For each point in the left-hand column of your induction plan, consider if you:

- 🌸 Improvement/training required?
- 🌸 Meets expectation?
- 🌸 Exceed Expectations?
- 🌸 Require training.

### You manager will assess if you in the same way.

*Please write any of your comments in the space provided on the form.*

*Forward the document to your line manager, for them to add their comments.*

*Any agreed amendments or additional comments should then be added during the meeting to discuss.*

*After the meeting, please enter the agreed actions, on page 8, this will be added to your employee record.*

*If you need more space, please use a blank page. Do not forget your heading and page number for reference.*



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### Review of the Induction Form

What would your goals be for the next (**XX**) months – turn your improvements or knowledge gaps into actions that you can begin to work towards.

<i>Training Requirements</i>	<i>Comments</i>	<i>Responsibility</i>	<i>To achieve by... (Date)</i>



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<i>Other</i>	<i>Comments</i>
Have you carried out any ad hoc tasks to assist the team.	
Other tasks that are could/need to happen to make your job more efficient.	
How do you see your role supports the overall business objective	
Do you have any concerns about your Job –  has the role met the job advert specification?	



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Comments from other Departments to take into considerations:

<b>Department</b>	<b>Comments</b>
Managing Director	
Finance	
Admin And Operations	



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**Action Plan** – this is to be completed in the meeting collaboratively. Consider your job description, capabilities and ability to fill the roll.

<i>Action agreed</i>	<i>Employee next steps</i>	<i>Managers next steps</i>
Agree upon actions to be taken before your next meeting		



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Employee Name: .....

Signature: ..... Date: .....

Reviewers Name and role within the Company: .....

.....

Signature: ..... Date: .....