**A close up of a logo

Description automatically generatedSection A - Probation Review Meeting Process**

To be completed by *Employee* and returned to *Line Manager* prior to the probation assessment meeting.

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Start Date: |  |
| Assessment Date: |  |

* **How well do you think you have settled into your new role?**
* **How well do you get along with your team? For example, are they approachable, helpful or too busy to answer questions?**
* **How well do you get along with your manager? For example, are they approachable, helpful or too busy to answer questions?**
* **Do you believe your induction training was sufficient, how could it be improved?**
* **What training do you feel that you require within the next 12 months?**
* **What areas of your role do you most and least enjoy and why?**
* **Which aspects of your job do you feel you require additional training for and/or need improvement?**
* **Please provide any additional comments on your employment with the company to date.**