# Probationary Review Progress Form

Use this form during the employee’s probationary period to record their progress against their targets and expectations. The form is to be used to provide the employee with feedback on their progress.

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| Date: | Employee Name: | Start Date: |
| Month one | Month Three | Month Six |  |
| Reviewer Name:  | Reviewer Title: |
| Key job responsibilities *(Add here from Job Description or Job brief)** *A*
* B
* C
 |
| Progress made toward performance goals/responsibilities |
| Feedback on Company Values Fit |
| Opportunities for Development |
| Feedback from Employee |
| **Overall Result of Review (tick one)** |
| Above Target |  | Employee is progressing better than expected of someone at this stage in their employment |
| On Target |  | Employee is progressing at the rate required to be successful at Company Name |
| Below Target |  | Employee is not meeting the required standards expected of someone at this stage in their employment. Immediate improvement is required. HR to be advised |