

End of probation review

Mentor – Student

DETAILS EMPLOYEE

Name employee:	
Employee number:	
Name supervisor:	
Date review:	

ORGANISATION

How is the introduction period experienced? (training, information, coaching, support)	
What is missed during the introduction / training period?	
How is the ambience, cooperation, collegiality within the organisation experienced?	
How is the management style experienced?	

JOB

Is it clear for the employee what the job is and what is expected from him/her in the future?	
Is the job as expected by the employee?	
Which changes or point for improvement would the employee suggest related to the job / tasks?	
Does the employee needs (extra) support to perform the job properly?	



WORKING CONDITIONS

Are there questions / comments about the working conditions?
(workload, work pressure, working atmosphere, work-life balance)

Are there questions / comments about the working materials?

OTHERWISE

Are there any questions or topics which the employee would like to discuss?

Thus discussed and initialled on each page.

	ASSESSOR	EMPLOYEE
		The content of this end of probation review has been noted by me.
Name		
Function		
Date	- -	- -
Signature		