

## New Employee Review

	Improvement Required	Satisfactory	Good	Excellent
Attendance				
Timekeeping				
Commitment to the Role				
Documentation of children's assessment records				
Working relationships with colleagues, children & parents				
Competency in the Role				
Feedback to Parents				
<b>If any areas of performance, conduct or attendance require improvement please provide details below:</b>				
<b>Where concerns have been identified, please summarise how these will be addressed during the period of probation.</b>				
<b>Summarise the employee's performance and progress over this period.</b>				
Have the objectives identified for this period of review been met?	Yes	No	Further Action	Review Date
Have the training/development needs identified for this probation period been addressed?	Yes		No	
Employees Signature				
Manager's Signature				
Date:				