

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				
If any areas of performance, conduct or attendance require improvement please provide details below:				
Where concerns have been identified, please summarise how these will be addressed during the period of probation.				
Summarise the employee's performance and progress over this period.				
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:				