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Probationary period review form uk

At the end of an employee's probationary period, your three options are to confirm their appointment, extend the suspension, or reject them. The test period review form allows you to officially evaluate their performance and behavior to help you make a decision. Extend the suspension only if you have a contractual right to do so. End of the test review When an employee comes to the end of their probationary period, they should officially review their performance and behavior. In fact, you've probably been already monitoring the employee's progress on an ongoing basis to identify any performance or conduct issues or training needs, giving them guidance or warning where necessary, and so you'll already know which general direction you want to go. The probation period review form can be used by line managers to write up their official assessment of the employee. It enables them to identify areas of satisfactory performance/behaviour and areas where they are unsatisfactory, as well as to provide an overall summary of performance/behaviours. They can then make their recommendations for the next step by choosing one of the three boxes. The next step You have three options for the next step: Confirm the appointment of the employee - this will apply when the employee has successfully completed their test because you are happy with their performance/behavior. In this case, you can then send our satisfactory period trial letter. Extend the test to allow further time for improvement – this is true where you have some concerns about the employee's performance/behavior but feel they could quite improve given the further time. You should extend the suspension only when you have booked the right to do so in the employee's work offer letter or employment contract, so check the terms, including the maximum allowed extension period. In this scenario, you can then send us An Extension of the Trial Period Letter.Displyoy.Dismiss the employee – this will happen when the employee's performance/behavior was unsatisfactory. Here, send us dismissal at the end of the trial period Letter.Where Option 2 has been selected, our review form asks the line manager to provide more details on the reasons for the proposed extension, outline any plans to improve employee performance/behavior and determine how long they believe testing should be extended. In the case of option 3, the line operator shall be asked to provide further details of the performance or behavioural problems of the staff member; be sure that their assessment is objective. Statutory labour rights Options make no sense in the law, so they will not affect the length of a young worker's employment for legal employment rights, such as unfair dismissal and dismissal pay. Eligibility periods shall begin to run from the date of commencement of their employment, regardless of whether there is a trial period. That said, since most probationary periods are for six months or less, in practice the worker will not have accruals follow-up employment to apply for unfair dismissal or severance pay if you are dismissed at the end of the probation. But be careful to ensure that there is no unlawfully discriminatory reason for dismissal or that the reason for dismissal is not what is automatically unfair, as these claims do not require any minimum duration of special employment. Simply-Docs uses cookies to ensure you get the best possible experience on our website. Find out more