



Probationary Review Form

Please note

Completion of this form should be carried out in accordance with the “Recruitment and Selection Policy and Procedure”.

The purpose of your probationary period is to build in a reasonable period of time at the start of your employment with Metaverse VR (MVR) for your line manager to review your performance and feedback on how you are performing in role.

The possible outcomes of the probationary review include your line manager: confirming a successful completion of the probationary period, extending the probationary period or terminating your employment.

Employee name:

Job title:

Department:

Date employment commenced:

Line Manager name:

Date of review meeting:

Date current probationary period due to end:

Review of Performance

Objectives	Improvement Required	Achieved	Exceed

Areas of work requiring further improvement/training:

Summary of employee's overall performance:

My decision is that the:

Employee has successfully completed their probation

Employee's probationary period be extended

Employee's employment be terminated.

If employment is to be terminated, record the reasons why:

If probation is to be extended, summarise the improvement required:

Extended probation period completion date: _____

Any additional comments:

Agreed objectives

Objective 1

Objective 2

Objective 3

Objective 4

Objective 5

Signed (Line Manager):

Date:

Signed (Employee):

Date:

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