

Appendix H REDEPLOYMENT TRIAL PERIOD REVIEW FORM



SECTION A

This form should be completed on a weekly basis during an employee’s trial period. The recruiting manager should assess the employees general performance in the post, quality and accuracy of work, attitude to work, conduct at work, attendance (including sickness absence) at work.

At the review meeting the employee will be given the opportunity to comment upon their performance during the trial period within the above categories. The recruiting manager will record his/her comments making recommendations regarding the trial period.

Name:		Post Title:	
Previous School:		School Trial based at:	
Date of Commencement:	Date of Interview:		Review at Week:
AREAS OF ASSESSMENT	COMMENTS OF LINE MANAGER	COMMENTS OF EMPLOYEE	
General performance in the post – refer to the Job profile. Indicate strengths or weaknesses since commencing trial period or last review.			
Quality and accuracy of work			

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AREAS OF ASSESSMENT	COMMENTS OF LINE MANAGER	COMMENTS OF EMPLOYEE
Conduct at work		
Attendance at work including sickness absence		
Teamwork and Interpersonal Skills		
Punctuality and timekeeping		
Summary areas for improvement/targets		

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SECTION B

Recruiting Manager Recommendations:

1. The employee's performance has been satisfactory in all respects during his/her trial period

2. The employee's performance has been satisfactory in most respects but improvement is required in the following areas as discussed with the employee:

3. The employee's performance has been unsatisfactory during his/her trial period for the reason of:

Date of next review:

Signature of recruiting Manager:

Signature of Employee:

Name of recruiting Manager:

Name of Employee:
