

Probation review form

Free probation review form template for hospitality in PDF and Excel. Rates performance against real criteria, records objectives and the pass, extend or end decision.

EMPLOYEE NAME

ROLE / SECTION

START DATE

REVIEW DATE

REVIEW DETAILS

Probation period length agreed

Probation end date

Reviewing manager

Is this a first, interim or final review?

PERFORMANCE – RATE 1 TO 5 AND GIVE ONE EXAMPLE FOR EACH

Reliability and attendance

Timekeeping and being ready to start on time

Pace and composure during service

Food safety, hygiene and following procedure

Quality and consistency of work on their section

Guest interaction and manner (where applicable)

Teamwork and communication with other sections

Response to feedback and rate of improvement

Care of equipment, stock and waste awareness

DISCUSSION

What is going well – specific examples

What needs to improve – specific examples

Training or support the employee has asked for

Employee's own view of how it is going

Anything preventing them doing the job well (equipment, rota, information)

OBJECTIVES TO THE NEXT REVIEW

Objective 1 and how it will be measured

Objective 2 and how it will be measured

Objective 3 and how it will be measured

Training booked and by what date

DECISION

Outcome: passed / extended / employment ending

If extended, new end date and the specific reason

If ending, notice given per contract and date

Manager name and signature

Employee signature – signing means the review took place, not necessarily agreement

Date

Copy given to employee (Y/N)

Hold the review before the probation period ends. A late review is a pass by default.

Give a specific example for every rating. Ratings without examples change nothing.

Probation rules, notice and process differ by country and contract. Check your own local requirements and take advice before ending employment.