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| Employee Name: |
| Employee ID: |
| Hiring Date: |
| Supervisor: |
| **Probationary Period Objectives** |
| **Performance Expectations:** |
| List specific job responsibilities and performance expectations |
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| Detail any KPIs or targets the employee is expected to meet |
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| **Training and Development:** |
| Specify any training programs or opportunities for skill development |
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| Discuss any mentoring or coaching arrangements |
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| **Attendance and Punctuality:** |
| Clarify company attendance and punctuality policies |
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| Include consequences for excessive absenteeism or tardiness |
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| **Communication and Teamwork:** |
| Explain the importance of effective communication and teamwork |
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| **Company Policies and Procedures:** |
| Provide information about company policies, including those related to conduct, ethics, and safety |
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| Emphasize compliance with all relevant laws and regulations |
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| **Probation Period Review** At the end of the 90-day probationary period, a formal review meeting will be held to assess the employee's overall performance. The outcome of the review may result in:  **Confirmation:** If the employee has met or exceeded expectations, they will be confirmed as a permanent employee. **Extension:** If further evaluation is needed, the probation period may be extended for a specified duration. **Termination:** In cases where performance falls significantly short of expectations, employment may be terminated. |

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| **Acknowledgment:** I, [Employee's Name], acknowledge that I have received information about the probation period and I understand the expectations and objectives outlined within and commit to working diligently to meet or exceed them. I also understand that my continued employment is contingent on my performance during this probationary period. |
| Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Add any additional signatures or witnesses as needed |