|  |  |
| --- | --- |
| **Employee Name:** | **Employee Role:** |
|  |  |
| **Manager and job title:** | **Start Date:** | **Date of Review:** |
|  |  |  |

|  |
| --- |
| **ACHIEVEMENTS – 6 months – To be discussed and commented on by both parties** |
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| **CHALLENGES – 6 months – To be discussed and commented on by both parties** |
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**INDUCTION REVIEW**

|  |  |  |
| --- | --- | --- |
| **1.** | Do you have an up-to-date job description? | **Yes** [ ] **No** [ ]  |
| **2.** | Are there any changes or additions you would recommend to your job description? | **Yes** [ ] **No** [ ]  |
| **3.** | If yes, please provide details: |
| **4.** | Do you understand all the requirements of your job? | **Yes** [ ] **No** [ ]  |
| **5.** | If no, please provide details:  |

|  |  |  |
| --- | --- | --- |
| **6.** | **EMPLOYEE INDUCTION EXPERIENCE**Think about your induction experience and rate your agreement with the following statements on a scale of 1-5 by ticking the appropriate box and adding in any actions for improvement by the employee and the manager: |  |
| 1. **I understand what is expected of me at work.**
 |
| 1. Strongly disagree
 | 1. Agree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **I am provided with the materials and equipment I need to do my work right.**
 |
| 1. Strongly  disagree | 2. Disagree | 3. Slightly  agree | 4. Agree | 5. Strongly  agree |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **I can play to my strengths at work every day.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **I feel that my Manager listens to and acts upon any concerns I have at work.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **In the past seven days, I have been given praise or recognition for great work.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **My manager takes time to discuss my progress with me.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **My manager has providing me with an understanding of the broader aims of the organisation.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **My colleagues have been helpful and supportive, and I feel that I belong as part of the team.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
|  | 1. **I believe that my opinion counts at work.**
 |
| 1. Strongly disagree
 | 1. Disagree
 | 1. Slightly agree
 | 1. Agree
 | 1. Strongly agree
 |
|  |  |  |  |  |
| **Actions:** |

|  |  |
| --- | --- |
| **7.**  | **MANAGER RESPONSE TO FEEDBACK:** |
|  |  |
| **8.** | **CPD NEEDS AGREED:** |
|  | **SUBJECT:** | **DATES IF APPLICABLE:** |
|  |  |  |
|  |  |  |
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| --- | --- |
| **9.** | **ACTIONS AND OBJECTIVES FOR THE NEXT QUARTER:** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **10**.  | **Probation sign-off** |
|  | **YES** |  | **NO** |  |
|  | **COMMENTS:** | **COMMENTS:** |
|  |  |  |
| **11.**  | **Date of next review:** |

|  |
| --- |
| **Manager Comments:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Manager Signature: |  | Date: |  |

|  |
| --- |
| **Employee Comments:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
|  |  |  |  |