

PROBATION REVIEW FORM FOR STAFF

Staff Name:		
Position Title:		
Position Level:		
College/Department / Section:		
Date of Appointment:		
Immediate Supervisor :		
	Due Date	Please tick when completed
Initial Meeting		
1-month review:		
2-month review:		
3-month review:		
4-month review:		
5-month review:		
6-month review:		

PART 1: Initial meeting

This section should be completed by the Immediate Supervisor within a week of the staff's commencement of probation.

Section A: Finalization of Individual Work Plan (IWP)

The Immediate Supervisor should identify specific tasks to be achieved by the staff during the probation period by finalizing IWP for the staff. *(IWP to be attached separately)*

Section B: Development Plan

To support the staff in achieving these tasks, the Immediate Supervisor should identify any in-house training and development needs and specify how and when these needs will be addressed during the probationary period.

List down specific training and development needs (If required).

- 1.
- 2.
- 3.

• Staff's Signature:	
• Immediate Supervisor's Signature:	
• Date:	

PART 2 – First review (1 month) - a copy of this form shall also be used to conduct the subsequent monthly review with the staff.

To be completed by the Immediate Supervisor in discussion with the Staff.

	<i>(please tick)</i>	Outstanding	Very Good	Good	Need Improvement
1. Quality and Efficiency of work (The extent to which the staff accomplishes assigned work of a specified quality within a specified time period).	<ul style="list-style-type: none"> • Completion of tasks on time. 				
	<ul style="list-style-type: none"> • Performance of tasks with quality/efficiency. 				
2. Conduct and Ethics (The extent to which the staff works with highest ideals, values and standard required by the University)	<ul style="list-style-type: none"> • Integrity and discipline. 				
	<ul style="list-style-type: none"> • Adherence to code of conduct and ethics. 				
3. Punctuality and Reliability (The extent to which staff arrives on time and demonstrates consistent attendance; the extent to which the staff contacts the supervisor on a timely basis during the monitoring period to review monthly progress.)	<ul style="list-style-type: none"> • Attendance. 				
	<ul style="list-style-type: none"> • Timely contact with supervisor. 				
	<ul style="list-style-type: none"> • Reliability (Fulfills assigned tasks in timely manner). 				
4. Relation with Supervisor (The manner in which the staff responds to supervisory directions and comments).	<ul style="list-style-type: none"> • Follows up on supervisory directions and comments. 				
	<ul style="list-style-type: none"> • Approaches the supervisor for support and guidance as and when the need is felt. 				

	<ul style="list-style-type: none"> Expresses opinions openly. 				
	<ul style="list-style-type: none"> Maintains good professional rapport. 				
5. Interpersonal Skills (The extent to which the staff gets along with other colleagues. Consider the staff's interpersonal skills, ability to work collegially and effectiveness in dealing with beneficiaries).	Interpersonal skills and ability to work with colleagues.				
	Effectiveness in dealing with beneficiaries.				
6. Communication skills (The extent to which the staff is able to express his/her views, ideas and opinions clearly. Please, also comment on listening, writing, verbal and presentation skills).	<ul style="list-style-type: none"> Oral & written communication skills (Clarity and completeness). 				
	<ul style="list-style-type: none"> Respect for others' opinions and responsiveness. 				
7. Initiative & Creativity (The extent to which the staffs is self-directed, resourceful and creative in meeting the tasks assigned).	<ul style="list-style-type: none"> Resourcefulness. 				
	<ul style="list-style-type: none"> Takes up self initiated Additional Responsibility. 				
	<ul style="list-style-type: none"> Can work independently. 				
8. Capacity to Develop (The extent to which the staff demonstrates the ability and willingness to accept new/more complex duties/responsibilities).	<ul style="list-style-type: none"> Interest to learn. 				
	<ul style="list-style-type: none"> Willingness to adapt. 				
	<ul style="list-style-type: none"> Acceptance. 				

<p>I.</p>	<p>If any areas of performance, conduct or attendance require improvement, please provide details below:</p>
<p>II.</p>	<p>Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation:</p>
<p>III.</p>	<p>Comments on any specific areas that are not covered above (If any).</p>
<p>• Staff's Signature:</p>	
<p>• Immediate Supervisor's Signature:</p>	
<p>• Date:</p>	

PART 3 – Final Review (6th month)

If the probation period is extended for another six months, the final review will be carried out in the twelfth month.

To be completed by the Immediate Supervisor in discussion with the Staff.

	<i>(please tick)</i>	Outstanding	Very Good	Good	Need Improvement
1. Quality and Efficiency of work (The extent to which the staff accomplishes assigned work of a specified quality within a specified time period).	<ul style="list-style-type: none"> • Completion of tasks on time. 				
	<ul style="list-style-type: none"> • Performance of tasks with quality/efficiency. 				
2. Conduct and Ethics (The extent to which the staff works with highest ideals, values and standard required by the University)	<ul style="list-style-type: none"> • Integrity and discipline. 				
	<ul style="list-style-type: none"> • Adherence to code of conduct and ethics. 				
3. Punctuality and Reliability (The extent to which staff arrives on time and demonstrates consistent attendance; the extent to which the staff contacts the supervisor on a timely basis during the monitoring period to review monthly progress.)	<ul style="list-style-type: none"> • Attendance. 				
	<ul style="list-style-type: none"> • Timely contact with supervisor. 				
	<ul style="list-style-type: none"> • Reliability (Fulfills assigned tasks in timely manner). 				
4. Relation with Supervisor (The manner in which the staff responds to supervisory directions and comments).	<ul style="list-style-type: none"> • Follows up on supervisory directions and comments. 				
	<ul style="list-style-type: none"> • Approaches the supervisor for support and guidance as and when the need is felt. 				

	<ul style="list-style-type: none"> Expresses opinions openly. 				
	<ul style="list-style-type: none"> Maintains good professional rapport. 				
<p>5. Interpersonal Skills</p> <p>(The extent to which the staff gets along with other colleagues. Consider the staff's interpersonal skills, ability to work collegially and effectiveness in dealing with beneficiaries).</p>	<p>The extent to which the staff gets along with other colleagues. Consider the staff's interpersonal skills, ability to work collegially and effectiveness in dealing with beneficiaries.</p>				
<p>6. Communication skills</p> <p>(The extent to which the staff is able to express his/her views, ideas and opinions clearly. Please, also comment on listening, writing, verbal and presentation skills).</p>	<ul style="list-style-type: none"> Oral & written communication skills (Clarity and completeness). 				
	<ul style="list-style-type: none"> Respect for others' opinions and responsiveness. 				
<p>7. Initiative & Creativity</p> <p>(The extent to which the staffs is self-directed, resourceful and creative in meeting the tasks assigned).</p>	<ul style="list-style-type: none"> Resourcefulness. 				
	<ul style="list-style-type: none"> Takes up self initiated Additional Responsibility. 				
	<ul style="list-style-type: none"> Can work independently. 				
<p>8. Capacity to Develop</p> <p>(The extent to which the staff demonstrates the ability and willingness to accept new/more complex duties/responsibilities).</p>	<ul style="list-style-type: none"> Interest to learn. 				
	<ul style="list-style-type: none"> Willingness to adapt. 				
	<ul style="list-style-type: none"> Acceptance. 				

	Have the tasks identified for the probationary period been met?	YES / NO	If NO, please provide details
I.	Have the training / development needs identified for the probationary period been addressed?	YES / NO	
II.	Summarise the staff's performance and progress over the period:		
III.	Is the staff's appointment to be recommended?		YES / NO
IV.	If NO, please provide reasons below and summarise what action has been taken to address any difficulties which have arisen during the probation period.		
V.	The staff may provide any comments about their experience of the probationary process here.		
VI.	Should the staff's probation period be extended?		YES / NO
VII.	If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.		

•	Length of the extension (6 months):	
•	New Probation Period completion date:	
•	Staff's signature:	
•	Immediate Supervisor's signature:	
•	Date:	