

Follow up monthly	Date completed
<p><u>During the first month:</u></p> <p><input type="checkbox"/> Discuss the following with the employee:</p> <ul style="list-style-type: none"> • Does the job meet your expectations? • Any training & development needs which have become apparent? <p><u>During the three-month probationary period:</u></p> <p><input type="checkbox"/> Review progress of new employee</p> <p><input type="checkbox"/> Appraise performance of new employee (towards end of period)</p> <p><input type="checkbox"/> Discuss probation period rating with new employee</p> <p><u>After successful completion of probationary period:</u></p> <p><input type="checkbox"/> Regularly review performance of employee</p> <p><input type="checkbox"/> Regularly discuss training & development needs</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>