

Five month probationary period review

Employee Name:

Meeting date and time:

Objective: A probationary period is for the first six (6) months of a new job and offers both the employer and new employee an opportunity to openly discuss the role and its suitability. The employee can assess if the job meets their expectations whilst the employer will gain an understanding of the new employee's skills, knowledge and attitude.

This review assists with keeping the communication flowing and address any concerns, training or accountability issues and provide clarity on priorities.

Purpose: The purpose of this review is for the employee and the Manager to discuss the past 5 months and highlight any areas that may need to be addressed.

The job – how is it going for you/us?

What are your goals in relation to your work with Electrodry?

Module training progress

At what level of competency do you/we believe your knowledge and abilities are in the following? Please rank from 1 . 5 (1 . poor, 2 . fair, 3 . good, 4 . very good, 5 . exceed expectations)

• Carpet cleaning	1 2 3 4 5	Additional training required?	Y / N
• Upholstery cleaning	1 2 3 4 5	Additional training required?	Y / N
• Mattress cleaning	1 2 3 4 5	Additional training required?	Y / N
• Air conditioning cleaning	1 2 3 4 5	Additional training required?	Y / N
• Drape cleaning	1 2 3 4 5	Additional training required?	Y / N
• Hazardous Chemicals	1 2 3 4 5	Additional training required?	Y / N
• Manual Handling	1 2 3 4 5	Additional training required?	Y / N
• Paperwork/banking	1 2 3 4 5	Additional training required?	Y / N

What other areas of training do you/we feel you would benefit from?

Key Performance Indicators (KPI's)

"Add-on-sales" average: _____ Cancellations _____ Re-do's: _____

KPI: It is a requirement of the job that you achieve \$550 (inc. GST) in %add-on-sales+ within the first 3 months of completing your training and then maintain sales at this level or higher.

Has this been achieved and maintained for at least the last 2 months? If not, why and do you/we feel you can achieve this within the next month?

Do you/we feel you would benefit from additional training in this area at this point? Or any other area?

Presentation/Communication

Vehicle presentation Poor / Fair / Good / Excellent (please attach photos of vehicle)

Equipment Poor / Fair / Good / Excellent

Personal Poor / Fair / Good / Excellent

Verbal communications: Poor / Fair / Good / Excellent

List areas for improvement:

Comments/suggestions:

Action Plan: Where to from here?

Signature of Employee: _____ Date _____

Signature of Manager: _____ Date _____