

Probation Review Form



Little Squirrels Childcare · Updated June 2026 · Manager Fiona Tynan

Name:

Date of review:

Position held:

Start date:

Section 1 — Key areas

Scoring guide 1 = Excellent · 2 = Good · 3 = Satisfactory · 4 = Requires improvement (comment required for score 4)

Key area

Score Comments

Delivery of all work areas as outlined in job description

Quality of work

Interaction with children

Interaction with team

Interaction with parents

Dependability / reliability

Level of contribution to service

Communication skills

Listening skills

Team work

Administration skills

Organisational skills

Leadership skills

Attendance

Time keeping

Personal qualities (per job specification)

Overall performance to date

Number of days off due to health issues in last 3 months

Section 2 — Manager summary

Overall summary

Notes

Section 3 — Objectives

Objective	Target date	Achieved
Induction		<input type="checkbox"/>
Review / sign-off childcare policies & procedures		<input type="checkbox"/>
Staff handbook / employment policies		<input type="checkbox"/>
Health & safety statement		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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HR & PERFORMANCE

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Sections 4–6 — Support, comments & issues

Training / support / mentoring required

Notes

Employee comments

Notes

Issues to discuss

Following the probation meeting, I wish to discuss the following issues:

Issues raised

Notes

Manager signed / date:

Employee signed / date:

Date for next review:

If the employee disagrees with this review, refer to the grievance policy. This form will be stored securely in line with GDPR requirements.

Signed (individual):

Signed (manager):

Date:

Related documents Staff Supervision Record Staff Training Matrix Induction Checklist

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