

I'm not a robot



As your new starter's probation period comes to an end, it's time for you to sit down, reflect and plan next steps. But are you asking the right questions in your probationary review? It's important to remember this is a two-way conversation where the employee shares their thoughts too. So, learn what to say to make sure it's effective. The purpose of a probation period is to give you time to assess a new recruit's abilities and fit with the organization. And let your new employee see how they like the job, culture, and work environment. It also serves as an important performance conversation, making the right probationary review questions vital. As you read on, you'll find many organizations use probationary periods with new hires. They're a way to assess how well someone meets the expectations of their new role and whether they'll be a great addition to your business for the long term. They're also a chance for the employee to give you their feedback - an element which is often forgotten. Probationary reviews are similar to other formal reviews or 1:1 meetings. Their effectiveness hinges entirely on the questions you ask and what you do with the feedback. They're a valuable learning opportunity for both you and the employee, regardless of whether the individual passes or not. And they should form an essential part of your onboarding process. Feedback from probationary reviews can also be combined with information from exit interviews for greater insight into employee turnover or issues with the workplace culture. The important thing is to accept the feedback and reflect on it so you can make improvements for current and future employees. Good managers use regular employee check-ins throughout the probationary period. You want to know how your new hire is getting on, and weekly touch points allow new employees to share early wins and challenges. They also encourage them to ask for help. At the same time, you can offer guidance and feedback to ensure your new employee is developing the skills they need to be successful in the role. And gather information which helps you assess overall performance when you reach the formal probation review. So, what questions should you ask in that probationary review to make sure you and your employee are getting the feedback you need? Learn more about the benefits of probation reviews When you approach the end of the probation period, there are four key areas you need to focus on: By asking questions about these four areas, both you and the employee can check it's the right fit. And you can spot opportunities for development and improvement on both sides. 1. How would you describe your performance over the past 3 months? Some great probationary review questions are open-ended, as they don't lead the employee or limit them to a yes/no answer. The one is a good question to contextualize performance. If a failed employee thinks they performed brilliantly, it's probably time to review your feedback capabilities. For successful hires, you can use it as a way to reflect on their successes. Either way, it's an essential question for achieving a shared understanding between you and your employee. 2. What did you feel negatively affected your performance? What problems or blockers has your employee encountered? Positioning the question this way gives them permission to raise concerns about office equipment, a problematic manager, or noisy and disrespectful colleagues. In an ideal world, you'll already have provided support to address their concerns. But if there's something new, this question provides valuable context that's worth considering as you assess overall performance. 3. How has working here compared to your expectations? This is always a useful question to ask, especially if the employee's failing their probationary period. Sometimes the expectations a company sets is what leads to that result. A recruitment ad may promise a lively atmosphere and flexible working. That isn't the same as everyone overworking, albeit from home, and camaraderie centered on how terrible it is to work here. If the reality of working for you doesn't match the picture you've painted, you're heading for a lack of engagement and increasing employee turnover (unless you take actions to address it). 4. How well do you understand the expectations of your role? More than half of UK employees entering the workforce lack the necessary digital skills to succeed. Meanwhile, only 9% of US employees agreed they regularly know what's going on in their company. So how can you expect them to work effectively? Use this probationary review question to explore what your employee thinks your expectations are. Where there is a shared understanding? What's missing? It may also start to explain the cause if you find many of your new hires are unsuccessful. 5. What do you feel are your greatest strengths? Strengths-based management is one of the strategies you can apply for finding employee development. So, asking the question should be framed as there is a good chance that you already have a good idea of what you're looking for. Over the next six months in a new role, can you help employee identify their strengths. People's strengths are often the things they get excited about, and that drives their commitment to the role. Using strengths-based management, you can enable your employees to thrive and take pride in their work. You can also look at new ways to develop those skills which will benefit the business, while also looking to improve any weaker areas. 6. What would you like to achieve in the next six months? Goal-setting is vital for the effective development of your people, not just during probation reviews, but every time your employees answer their check-in questions. Whilst organizational goals and targets obviously need to be a focus, all your people (especially new recruits) should have personal goals to aim for too. These are most beneficial when they're set by the individual and supported by their manager. So, dig in and find out what your employee is looking to get out of their next six months with you. Probationary review questions will help you identify how you can help them achieve that. 7. Is there anything you would change about how you approach your work? Don't just leave this as a yes/no answer; explore the detail. You can get excellent insight into both hours and your employee's approach. If there's nothing they'd change, you may already have a strong emphasis on employee autonomy. But if employees are expected to follow a rigid protocol, this question can highlight potential flaws in your method because you get the benefits of fresh eyes. Sometimes existing processes slow things down. Openly asking new employees for ideas and suggestions can lead to significant improvements in the process, not just for them, but for the whole team. That said, there will be some instances where a specific method is necessary. So this can also be a way to revisit certain process steps and why they're so important. 8. How can I help you develop over the next 6 months? Essential to being a great manager is the ability to effectively support your people and help them grow. It's hard to do that well without asking them what they need. New starters are often working to understand the role and the things that happen with a little effort now sets them (and you) up for success moving forward. 9. How do you feel about your future with progressing? If their performance isn't great, and you're considering terminating employment, this question may be irrelevant. For potential probationary review passers, however, it's good to know about their career aspirations. Asking about their future sets the same ongoing expectations. Will you be able to meet their desires? Are they being realistic about the skills you've observed from them so far? While their answer won't impact your assessment of their performance, it does give you an opportunity to talk about what's next. After all, your new employee is making a decision here as much as you are, so if you can't support the career they want, they'll likely prefer to be upfront with them now. 10. What could we have done differently to improve your probationary period? It's unlikely your new employee's experience has been 100% perfect. There are always learnings and improvements to be made. Ask questions that encourage honest feedback during the probation review and find out what you can do better. Perhaps there wasn't a clear training plan, or a cheat sheet for internal jargon. Even simple things like this can make a difference to your team. And it helps you to not only build a better onboarding experience for any future new starters, but also strengthen trust and rapport with your existing team members. 11. What questions do you have for me as part of this probation review? Remember, this is a two-way conversation, and this question opens the floor for your employee to get involved. You could ask 'do you have any questions' but that really looks for a one-word answer and often shuts the conversation down. Recognizing the employee likely will have questions, and encouraging them to ask you in a safe and supportive space, means they're making an informed decision about their future too. So be open and honest in your answers, and build on your relationship. That's what will create the most effective team going forward. How to manage through tough times The questions above give you a solid framework for when you next approach probationary reviews. They cover the main areas of performance and improvement, and address the right people in the right way. Probationary reviews allow you to confirm that new hires understand and align with your company's values, culture, and expectations. It provides an opportunity to clarify any misunderstandings and set clear expectations for new employees moving forward. Employee development Through helpful feedback and guidance, probation reviews offer employees the opportunity to improve their skills, knowledge, and performance. It facilitates their professional development and enhances their chances of success within your business. How to conduct a successful probation review meeting Conducting a probation review meeting requires careful planning and preparation to ensure that it's productive and meaningful for both you and the new employee. Preparing for the probation review meeting Before the probation review meeting, it's essential to gather all relevant documentation related to the employee's performance during their probationary period. This may include any performance reviews or appraisals, feedback from colleagues or clients, and any relevant metrics or KPIs. Take the time to review this information thoroughly to ensure you have a clear understanding of the employee's performance and any areas that may need improvement. Setting the agenda When scheduling the probation review meeting, clearly outline the agenda and objectives to the employee. Let them know what topics will be discussed, such as the employee's development, performance, areas for improvement, and goals for the future. Providing this information in advance allows the employee to prepare and ensures that both parties are on the same page. Encouraging open dialogue Throughout the probation review meeting, encourage open dialogue and active participation from the employee. Listen attentively to their responses and provide constructive feedback where necessary. Creating a safe and supportive environment will help the employee discuss feedback honestly and can lead to productive two-way communication and collaboration. Leading to increased employee satisfaction, productivity, and retention. Setting clear expectations Before concluding the probation review meeting, ensure that clear expectations have been set for the employee's performance management moving forward. This includes discussing any areas for improvement, setting goals, additional training, and objectives, and outlining the support or resources available to help them succeed. Extending the probation period In some cases, it may be necessary to extend an employee's probationary period if additional time is needed to assess their performance or address any concerns. If you decide to extend the probation period, clearly communicate this decision to the employee during the probation review meeting, along with specific reasons for the extension and any expectations moving forward. Provide them with a timeline for the extended probation period and outline the steps they need to take to meet the required standards. Documenting the meeting After the probation review meeting, document the key points discussed, any agreements reached, and any actions to be taken moving forward. Keeping thorough records of the meeting ensures clarity and accountability for both parties. Asking the right probation review meeting questions During the probation review meeting, asking the right questions is crucial to gather valuable insights into the employee's performance and development and will ensure an effective evaluation. Here are some examples of probation review questions to guide your discussion: Performance and job duties How do you feel you've performed in your role during the probationary period? Can you provide specific examples of tasks or projects you've completed successfully? Have you encountered any challenges in performing your job duties? If so, how have you addressed them? Adaptability and fit How well do you feel you've adapted to our company culture and work environment? Do you believe your skills and experience align with the requirements of your role? Have you faced any difficulties integrating into your team or working with colleagues? If so, how have you handled them? Communication and collaboration How would you rate your communication skills and ability to collaborate with others? Can you provide examples of how you've contributed to team projects or initiatives? Have you experienced any communication challenges or conflicts with colleagues? If so, how have you resolved them? Performance review improvement and development Are there any areas where you feel you need additional support or training to perform your job more effectively? What steps have you taken to improve your skills or knowledge during the probationary period? How do you envision your professional development within the company moving forward? Goal setting and expectations What are your career goals and aspirations, and how do you see yourself contributing to the company's success? Are there any specific goals or objectives you'd like to work towards in the next phase of your employment? How can we best support you in achieving your goals and fulfilling your potential within the business? By asking the right questions, encouraging open dialogue, and setting clear expectations, you can effectively evaluate your employees' performance and provide them with the support and guidance they need to excel in their roles. How BrightHR can help with probationary reviews Preparing invitations, conducting meetings and everything that follows requires a lot of paperwork and time. However, with BrightHR's document library which contains a vast collection of professionally drafted documents, carrying out your employee probation reviews won't be a problem. Included in the HR document library is: Probation invite letter Probation review form Outcome of probationary review meeting Probation review guidance All of which you can customise and tailor specifically to your business needs. Storing your employee's documentation securely is a vital part of your responsibilities as an employer. Not to mention the documents you are legally required to store. That's why BrightHR software comes with unlimited and secure cloud-based storage for your HR documents. You can upload multiple documents at once, share them with your employees and meet your legal record-keeping obligations by maintaining an archive of all your documents. As a business owner, there is already so much on your plate. So, it's not unusual if it skips your mind when new employees' probation reviews are coming up. But with BrightHR you can set reminders for when review meetings are due, ensuring that you take the appropriate actions at the right time without forgetting important deadlines. And forget about doubting yourself, with our 24/7 HR and employment law advice line, you can gain peace of mind and the confidence that every step you take is legally sound and in the best interest of your business and employees. Beyond probation reviews, BrightHR has all the tools you need to transform your people management, with support for you, your business, and your employees. Not a BrightHR customer? Speak to one of our software specialists today and see for yourself how BrightHR can help you with the probation review process and so much more. Frequently asked questions What happens if an employee fails their probationary period? Following a failed probation period, it's essential to follow the procedures outlined in their employment contract and company policy. This may include providing feedback on their performance, discussing areas for improvement, extending the probation period, and dismissing their employment if necessary. What happens after the probation review meeting? After the probation meeting, both the employer and the employee should be clear on any actions or expectations moving forward. This may include setting goals, addressing areas for improvement, or outlining any additional support or resources needed. It's essential to follow up on these discussions and monitor the employee's progress accordingly. You've made it to the end of your probation period. Nearly. All that stands in your way to career superstardom is the dreaded end of probation review. It can feel like a step into the unknown. Depending on how long your probation period is, you may still feel like a newbie who's just learning the ropes. So, how are you preparing for your probation review meeting? This is your first mini-performance review with the boss, so you'll want to smash it! *Bonus: Get your fully customizable Probation Review Template at the end of this article* It's a daunting final step before you get to toss your L-plates and rest a little easier about job security. To make preparing for your probation review easier, we've pulled together ten useful tips for you. These will help you go in calm, collected and ready to rock! Before your probation review, go over your job description again. It will help you get a clearer idea of what your manager might ask or reflect on during the session. Pull out frequently used terms or points in the description and then, think about how you've performed against them. How do you meet the job criteria? Which aspects of the job have you covered so far? This review gives you a strong list of talking points to go through during your probation review with your manager. And you'll have a better idea of what you're being assessed against. You may even spot some glaring discrepancies. But your probation review is described and what your experience has been. Be sure to note down any questions you need to raise around this during the meeting. While your role might be new to you, many probation reviews start by focusing on three key questions: What have you enjoyed working on? Is there anything you haven't enjoyed working on? What have you learned so far? Review the work you've done to date and think about your answers. Also consider if there's anything you were hoping or expecting to have worked on that you haven't yet. And, while you won't need to review every piece of work in detail, consider any challenges you faced when completing certain projects work and identify potential solutions you could apply next time they crop up. Top benefits of probation reviews Take some time to reflect on what you've learned so far. Use your end of probation preparation to consider: Any training you've benefited from and how you've applied it How well you've picked up company procedures and IT systems Examples of where you've integrated well into the company culture And speak to colleagues too - they may well remember things you've forgotten which you can add into your discussion with your manager. This is your opportunity to demonstrate your increasing value to the company and to share how you like to learn. Use the chance to tell your manager the things which help you perform at your best so you can do more of this going forward. It's always a great idea to canvass other people for their opinions, especially when it comes to your work performance. We can become a bit blinkered to our own performance at work, so finding out what others think is always useful. Ask your peers and co-workers how you come across, what they think of your work, and how well you collaborate and communicate with them. As a result, you'll build a more-rounded view of yourself and likely get a good idea of what your manager is about to say too. Just remember, inviting feedback won't always be positive. There may be some learning points in there too. Take these as the useful and important pieces of feedback they're intended to be. As far as possible, don't take anything shared personally. Your manager will want to know how they can take steps to resolve them and create a better environment for you and your team. Calling out the things you're less good at isn't something that comes naturally to most people. But your probation review is a brilliant opportunity to nip issues in the bud and get invaluable support early. If you're struggling with any aspects of your role, speak to your manager about it. And ask for help now. Prepare for your probation review by thinking about any challenges you've faced. It might be completing specific projects, managing your workload, or even finding your way around the building. Talking about challenges these not only helps create an open relationship with your manager, it also gives you a chance to get the help you need. And if there's something you need to go back over, be upfront about it. Chances are your manager's already noticed it's an issue anyway, and it's far easier to help people who want it. We aren't suggesting you walk in after three months and demand a pay rise and a promotion (unless you've earned it). But, as you prepare for your probation review meeting, do take the opportunity to reflect on how you can progress internally. Assuming you're doing well, this can be a positive sign that you're committed to the company and see yourself being there for a while. So, when preparing for your review meeting, think about your career progression: What do you want to achieve over the next 6 months? Where do you want to be in 2 years? How about in 5 years? Wherever you want to be, build up a clear picture of what that looks like. From there, your manager can help you to plan a route and set personal goals to keep you moving in the right direction. Make sure you know where you need to be, what time, and when. Lots of people aren't keen on probation reviews (even though they're really important). Help create a great atmosphere by turning up prepared and ready to go. It makes it easier for you and your manager, and creates a strong impression of someone who knows their value. As any good scout knows, preparation is the key to success in any endeavor. Preparing for a probation review is no different. By reflecting and planning what you'd like to say and cover, you feel more confident about having the conversation. Focus on the job you've done so far, where you've excelled, and about deciding on an employee's future. On the other hand, there are development opportunities for employees who don't perform as well. Let's take a quick step back and talk about probation periods. If you choose to include a probationary period in your employment contracts, make sure you cover the basics, including: How long a probation period may need to be extended. This is most often due to unforeseen circumstances) Whether an employee can appeal if their period is not completed or if a decision is made not to continue their employment The contract should also state when interim reviews, if any, will take place (e.g. weekly meetings) and how they will be informed of the next steps, once their probation is over. While a probationary review may seem like an extra step in an already-long hiring process, it is still a crucial part of the employee lifecycle. Probation reviews help assess how an employee is doing, how they might improve and how the organisation can improve, too. If we consider both the benefit of the employee and of the organisation, we can start to draw up a compelling case for focusing on probation reviews. While many organisations may view them as a tickbox exercise, they can be much more: For employees, they provide a structured way to assess whether a new hire is meeting expectations and thriving in the role. For employers, probationary reviews offer valuable feedback and a chance to voice any concerns or challenges. This level of two-way communication and collaboration can have a positive knock-on effect when it comes to employee satisfaction, productivity and retention. As far as employment law is concerned, no. Probation reviews are not legally required in the UK. But as far as contract law is concerned, they're a good idea. The Citizens Advice Bureau says that "legally, there's no such thing as a probationary period. Once you've started work, the number of weeks you've worked begins on the day you've started, not from the time when your probationary period ended." According to them, an employee's contractual rights begin when an employee first starts working for you. But what does the employee contract say? Contracts can stipulate that certain requirements be met during this period. In this case, probation reviews may be essential to formalise the employment contract and show the employee has met expectations. How do you run a great probation review? Given careful preparation and the right approach, it can be a pleasant experience for both you and the employee. Here are some key steps for HR teams and managers alike: Prioritise transparency. Be sure to set the tone up front. Explain the purpose of the review, emphasise open and honest dialogue, and encourage both parties to raise concerns and ask questions freely. It should serve as a foundation for the process, you can ensure these meetings become valuable stepping stones in building a successful and fulfilling working relationship. While probation review questions should be open-ended (i.e. not just answerable with a yes or a no), it's really helpful to ask questions that allow both parties to reflect on the current relationships. Keep them informal, be honest and make sure there's room for constructive feedback on both sides. Here are a ten probation review example questions worth asking: Are you enjoying the job? How do you think you're doing? What do you feel like you've accomplished during your time here? Do you understand the job requirements and expectations? Is this what you thought you'd be doing? Where do you think you could have done things better? Has anything made it hard for you to do your job well? What help do you need to keep doing this job, or doing it better? Do you need any specific training or support? What would you like to achieve in the next few months? (Your goals) Once the manager has asked the questions, the next steps are to give the employee constructive feedback and create an action plan. Both parties should agree on a date for the next meeting, if one is required, and set goals to achieve by then. In fact, you might say that the two are one in the same. Help your line managers and employees both and have better performance conversations with Personio. Our all-in-one HR software can ensure you never miss a crucial performance conversation again. Show me how Personio helps a probation review meeting can conclude in three ways: The employee passes their probation and becomes a full member of the team. The employee meets some, but not all, of their expectations and their probation is extended - an opportunity for the employee to improve and demonstrate their commitment to the organisation. What are probation review meetings? The probation meeting is part of the probation period for a new employee. It's an essential aspect of the probation review process that provides you with a structured opportunity to evaluate a new hire's performance, behaviour, and overall fit within your business. The probationary period is a trial period for both the employee and the employer to confirm that the employment relationship aligns with their expectations before continued employment. Every business sets its own probation period, which is typically outlined in your employee's contract or employment contracts and will end with one final probation review meeting. While probation periods and probationary review meetings are not legally required in the UK, it's best practice to have them as part of your onboarding process. Why are probationary reviews important? Conducting employee probation review meetings is important for several reasons, including: Performance evaluation Probation reviews provide you with valuable insights into your employee's performance during the initial stages of their employment. This performance review allows you to identify any areas of strength or performance issues and address them promptly. Alignment with company expectations Probation reviews allow you to confirm that new hires understand and align with your company's values, culture, and expectations. It provides an opportunity to clarify any misunderstandings and set clear expectations for new employees moving forward. Employee development Through helpful feedback and guidance, probation reviews offer employees the opportunity to improve their skills, knowledge, and performance. It facilitates their professional development and enhances their chances of success within your business. How to conduct a successful probation review meeting Conducting a probation review meeting requires careful planning and preparation to ensure that it's productive and meaningful for both you and the new employee. Preparing for the probation review meeting Before the probation review meeting, it's essential to gather all relevant documentation related to the employee's performance during their probationary period. This may include any performance reviews or appraisals, feedback from colleagues or clients, and any relevant metrics or KPIs. Take the time to review this information thoroughly to ensure you have a clear understanding of the employee's performance and any areas that may need improvement. Setting the agenda When scheduling the probation review meeting, clearly outline the agenda and objectives to the employee. Let them know what topics will be discussed, such as the employee's development, performance, areas for improvement, and goals for the future. Providing this information in advance allows the employee to prepare and ensures that both parties are on the same page. Encouraging open dialogue Throughout the probation review meeting, encourage open dialogue and active participation from the employee. Listen attentively to their responses and provide constructive feedback where necessary. Creating a safe and supportive environment will help the employee discuss feedback honestly and can lead to productive two-way communication and collaboration. Leading to increased employee satisfaction, productivity, and retention. Setting clear expectations Before concluding the probation review meeting, ensure that clear expectations have been set for the employee's performance management moving forward. This includes discussing any areas for improvement, setting goals, additional training, and objectives, and outlining the support or resources available to help them succeed. Extending the probation period In some cases, it may be necessary to extend an employee's probationary period if additional time is needed to assess their performance or address any concerns. If you decide to extend the probation period, clearly communicate this decision to the employee during the probation review meeting, along with specific reasons for the extension and any expectations moving forward. Provide them with a timeline for the extended probation period and outline the steps they need to take to meet the required standards. Documenting the meeting After the probation review meeting, document the key points discussed, any agreements reached, and any actions to be taken moving forward. Keeping thorough records of the meeting ensures clarity and accountability for both parties. Asking the right probation review meeting questions During the probation review meeting, asking the right questions is crucial to gather valuable insights into the employee's performance and development and will ensure an effective evaluation. Here are some examples of probation review questions to guide your discussion: Performance and job duties How do you feel you've performed in your role during the probationary period? Can you provide specific examples of tasks or projects you've completed successfully? Have you encountered any challenges in performing your job duties? If so, how have you addressed them? Adaptability and fit How well do you feel you've adapted to our company culture and work environment? Do you believe your skills and experience align with the requirements of your role? Have you faced any difficulties integrating into your team or working with colleagues? If so, how have you handled them? Communication and collaboration How would you rate your communication skills and ability to collaborate with others? Can you provide examples of how you've contributed to team projects or initiatives? Have you experienced any communication challenges or conflicts with colleagues? If so, how have you resolved them? Performance review improvement and development Are there any areas where you feel you need additional support or training to perform your job more effectively? What steps have you taken to improve your skills or knowledge during the probationary period? How do you envision your professional development within the company moving forward? Goal setting and expectations What are your career goals and aspirations, and how do you see yourself contributing to the company's success? Are there any specific goals or objectives you'd like to work towards in the next phase of your employment? How can we best support you in achieving your goals and fulfilling your potential within the business? By asking the right questions, encouraging open dialogue, and setting clear expectations, you can effectively evaluate your employees' performance and provide them with the support and guidance they need to excel in their roles. How BrightHR can help with probationary reviews Preparing invitations, conducting meetings and everything that follows requires a lot of paperwork and time. However, with BrightHR's document library which contains a vast collection of professionally drafted documents, carrying out your employee probation reviews won't be a problem. Included in the HR document library is: Probation invite letter Probation review form Outcome of probationary review meeting Probation review guidance All of which you can customise and tailor specifically to your business needs. Storing your employee's documentation securely is a vital part of your responsibilities as an employer. Not to mention the documents you are legally required to store. That's why BrightHR software comes with unlimited and secure cloud-based storage for your HR documents. You can upload multiple documents at once, share them with your employees and meet your legal record-keeping obligations by maintaining an archive of all your documents. As a business owner, there is already so much on your plate. So, it's not unusual if it skips your mind when new employees' probation reviews are coming up. But with BrightHR you can set reminders for when review meetings are due, ensuring that you take the appropriate actions at the right time without forgetting important deadlines. And forget about doubting yourself, with our 24/7 HR and employment law advice line, you can gain peace of mind and the confidence that every step you take is legally sound and in the best interest of your business and employees. Beyond probation reviews, BrightHR has all the tools you need to transform your people management, with support for you, your business, and your employees. Not a BrightHR customer? Speak to one of our software specialists today and see for yourself how BrightHR can help you with the probation review process and so much more. Frequently asked questions What happens if an employee fails their probationary period? Following a failed probation period, it's essential to follow the procedures outlined in their employment contract and company policy. This may include providing feedback on their performance, discussing areas for improvement, extending the probation period, and dismissing their employment if necessary. What happens after the probation review meeting? After the probation meeting, both the employer and the employee should be clear on any actions or expectations moving forward. This may include setting goals, addressing areas for improvement, or outlining any additional support or resources needed. It's essential to follow up on these discussions and monitor the employee's progress accordingly. General best practice for a successful probation review is to create a positive and constructive environment for the employee to share their thoughts and experiences. This involves active listening, providing constructive feedback, and offering actionable suggestions. Establish trust. Balance positive and negative feedback. Don't interpret. Be specific. Don't make it personal. Following up post-meeting It is always crucial to follow up on the probation meeting and you can set up a section in your probation review template to cover that. Email the notes from the meeting to your employees and allow them to review them. Based on the action plan you've put in place, you should also start to effect some of the changes discussed. For example, if an employee requests a training course specific to their role, source the available dates for that course promptly. Actions like this will demonstrate to employees that they are valued and their career development is important to the company ethos. Ultimately, small steps like this will improve the company's reputation and make you an employer of choice.