

**PROBATIONARY REVIEW MEETING**

<b>Colleague Name</b>		<b>Line Manager</b>	
<b>Job Title</b>		<b>Hotel / Dept</b>	
<b>Date of meeting:</b>		<b>Month</b>	<b>Please Select</b>
		<b>Previous review meetings?</b>	<b>Please Select</b>
Have we reviewed in conjunction with the Probationary Period Objectives? Y / N			
<b>What went well?</b> Talk about successes, training completed and strengths: E Learning X%- ( do they have any outstanding)		<b>PROBATIONARY PERIOD DECISION:</b>  <b>Please Select</b>  <b>If the colleague is to be unsuccessful please contact <a href="mailto:peopleservices@travelodge.co.uk">peopleservices@travelodge.co.uk</a> to discuss.</b>  <b>If an action plan is needed to support a probation pass please</b>	
Training - (what is still outstanding or need re training)			
Attendance and punctuality -			
Objectives and action plan for future improvement and progressions-			

Version 1

Successes : (I.e. can clean the room within the provided time frame.)

**create it here and review at the next probation meeting.**

[Probationary objectives form](#)

Strengths: (i.e. team working & customer engagement)

**What opportunities are there?** What could have been done differently / any concerns? I.e. absences, punctuality, timings, customer service, incidents, customer reviews good or bad.

**Please provide thorough constructive feedback to colleague**

**Colleague comments?** Summarise colleague's thoughts, feedback and opinions:



Signed Colleague	Signed Manager

**Please ensure a copy of this is shared with the employee and a copy is uploaded to their Connect profile.**

Version 1

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