

PROBATIONARY REVIEW MEETING

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

Version 1

<p>Successes : (I.e. can clean the room within the provided time frame.)</p> <p>Strengths: (i.e. team working & customer engagement)</p>	<p>create it here and review at the next probation meeting.</p> <p><u>Probationary objectives form</u></p>
<p>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.</p> <p>Please provide thorough constructive feedback to colleague</p>	
<p>Colleague comments? Summarise colleague's thoughts, feedback and opinions:</p>	

Signed Colleague		Signed Manager

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