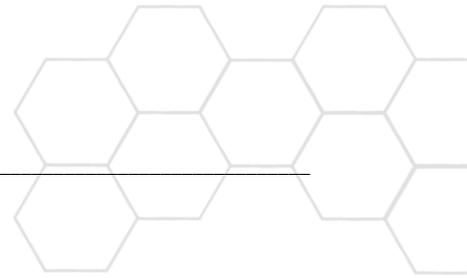




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

PROBATION PERIOD SUCCESS CHECKLIST



ROLE EXPECTATIONS CLEARLY UNDERSTOOD

Clarify what success looks like during probation, as ambiguity leads to underperformance; good practice is confirming priorities and deliverables early.

PROBATION OBJECTIVES AND TIMELINES CONFIRMED

Understand how and when probation will be assessed, as assumptions lead to disappointment; good practice is requesting confirmation in writing.

REGULAR FEEDBACK SOUGHT PROACTIVELY

Seek feedback rather than waiting passively, as silence may hide issues; good practice is scheduling short check-ins with your manager.

SKILLS GAPS IDENTIFIED AND ADDRESSED EARLY

Identify areas for improvement quickly, as delayed action reduces confirmation chances; good practice is requesting support or training.

CONSISTENT PROFESSIONAL CONDUCT MAINTAINED

Demonstrate reliability, punctuality, and collaboration, as behavior is evaluated alongside performance; good practice is maintaining consistency.

DOCUMENTATION AND COMMUNICATION KEPT

Keep records of feedback and achievements, as documentation supports confirmation discussions; good practice is tracking progress quietly.

-END-

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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