

Confirmation of Employment

Employee's Name _____

Department: _____ Date Commenced: _____

The purpose of confirming employment for new staff at the end of the probation period is to communicate to the employee that their probation period as defined in their employment contract is over and they are truly recognised as a stakeholder in the success of the business. Most importantly, it is a two way communication process and a formal opportunity for you to review their performance against expectations.

Check list

- Appointment is set with individual
- Individual is aware of the meeting's purpose
- Meeting room is booked
- Agenda drafted
- Expectations of role and the individual are listed
- Achievements to date are listed
- Concerns / Challenges are listed
- Objectives are drafted

Suggested Agenda

DATE _____

- Review the contribution of the individual over the past 3 months and congratulate any successes

Explain the purpose of the meeting

Explain your observations (employee behaviour, their organisational cultural fit, enthusiasm etc) and where possible provide examples

Impact on the group of the additional resource - if applicable

Recap the role requirements and duties

Seek feedback on the role and (if necessary) discuss how the role can be expanded

Provide feedback on performance and management of tasks / projects

Explain if there are any noticeable gaps in performance and agree action (refer to competencies and KRA's)

What training has the employee undertaken since commencement?

Identify any additional support/training required (if applicable)

Set and agree objectives and /or workplan

Seek feedback on the induction process

Seek feedback on the work environment

Agree next meeting

Additional Comments

Employees Comments

Manager's Signature _____

Employee Signature _____

Please provide copy to HR for Personnel File