

PART A: SENIOR MANAGEMENT SERVICE PROBATION (LEVELS 13-15) – Quarterly Probation

This section serves as a guiding template for SMS Members (level 13-15) on Probation.

All SMS members on probation must be assessed on a quarterly basis. The manager must ensure this Section is completed.

Name of SMS Member:				
Rank:				
Identity Number:				
Persal Number:				
Period (dates)				
Quarter	Q1:	Q2:	Q3:	Q4:
Extended probation (when applicable)	3 months	6 months	9 months	12 months

1. Suitability & Personal traits and qualities

Aspect	Tick appropriate (✓)	
	Satisfactory	Unsatisfactory
Attendance		
Knowledge		
Conduct		
Socialisation		
Appearance		
Leadership		
Communication		
Willingness to learn		
Sobriety		
Integrity		

2. Is the employee correctly placed? If no, what would you propose?

Yes No

.....

3. Employee received/to receive training for the following reasons:

.....

4. Has the employee been inducted?

Yes No

5. Was the employee's performance over the quarter satisfactory? **(Please ensure that a progress report on performance is attached to this probation form)**

Yes No

If no has been ticked above, kindly stipulate the training interventions that have been/shall be put in place to address unsatisfactory performance.

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6. Upon expiry of his/her probationary period do you anticipate that he/she will be suitable for permanent appointment?

Yes No

If no has been ticked above, kindly elaborate.

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Supervisor comments:		
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.....		
.....		
Signature:	Name:	Date:

Employee comments:		
.....		
.....		
.....		
Signature:	Name:	Date:

**PART B: SENIOR MANAGEMENT SERVICE PROBATION (LEVELS 13-15) –
RECOMMENDATIONS AT THE END OF THE FOURTH (4TH) QUARTER¹**

1. RECOMMENDATION

1.1 I hereby recommend the confirmation of
probation for the period, in view of the employees
diligence, satisfactory performance and because of his/hers appropriate
conduct.

OR

1.2 I recommend that probation be extended for a
period of months for the following reasons:

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Supervisor comments:		
.....		
Signature:	Name:	Date:

Employee comments ² :		
.....		
Signature:	Name:	Date:

¹ Only to be completed at the end of the fourth quarter of probation. Kindly attach a full performance report at the end of the fourth quarter.

² Employee may submit representations regarding the extended probationary period in terms of Schedule 8, Section 8 of the Labour Relations Act No 66 of 1995