|  |  |
| --- | --- |
| Trainee’s name: | Line Manager’s name: |
| Trainee’s start Date: 00/00/0000 | Trainee on probation?: [ ]  No [ ]  Yes (insert end date: 00/00/0000) Trainee on 90-day trial [ ]  No [ ]  Yes (insert end date: 00/00/0000)  |
| **Note**: Have the employee’s HR5B Training & Supervision Plan and completed HR5C Record of Training & Supervision sheets available | **Guiding prompts**: What’s going well? What’s not going well and needs to change? What are the job tasks on the JD that require targeted training? |
| Record of Trainee’s Feedback | Record of Line Manager’s Feedback |
| **Meeting date**: [insert date]**Review period**: [insert start date] to [insert end date]**Trainee’s feedback**: [type here]**Trainee’s action points**: (do what by when)* [List here OR state “no action points”]

**Next meeting date**: [insert date] | **Line Manager’s feedback**: [type here]**Line Manager’s action points** (do what by when):* [list here OR state “no action points”]
 |
|  Trainee signature: Date: / / | Line Manager signature: Date: / / |
| HR USE ONLY | [ ]  Diary next meeting date [ ]  Copy sent to Trainee [ ]  HR1D Database updated |
| **Meeting date**: [insert date]**Review period**: [insert start date] to [insert end date]**Trainee’s feedback**: [type here]**Trainee’s action points**: (do what by when)* [List here OR state “no action points”]

**Next meeting date**: [insert date] | **Line Manager’s feedback**: [type here]**Line Manager’s action points** (do what by when):* [list here OR state “no action points”]
 |
|  Trainee signature: Date: / / | Line Manager signature: Date: / / |
| HR USE ONLY | [ ]  Diary next meeting date [ ]  Copy sent to Trainee [ ]  HR1D Database updated |
| **Meeting date**: [insert date]**Review period**: [insert start date] to [insert end date]**Trainee’s feedback**: [type here]**Trainee’s action points**: (do what by when)* [List here OR state “no action points”]

**Next meeting date**: [insert date] | **Line Manager’s feedback**: [type here]**Line Manager’s action points** (do what by when):* [list here OR state “no action points”]
 |
|  Trainee signature: Date: / / | Line Manager signature: Date: / / |
| HR USE ONLY | [ ]  Diary next meeting date [ ]  Copy sent to Trainee [ ]  HR1D Database updated |
| **Meeting date**: [insert date]**Review period**: [insert start date] to [insert end date]**Trainee’s feedback**: [type here]**Trainee’s action points**: (do what by when)* [List here OR state “no action points”]

**Next meeting date**: [insert date] | **Line Manager’s feedback**: [type here]**Line Manager’s action points** (do what by when):* [list here OR state “no action points”]
 |
|  Trainee signature: Date: / / | Line Manager signature: Date: / / |
| HR USE ONLY | [ ]  Diary next meeting date [ ]  Copy sent to Trainee [ ]  HR1D Database updated |