

Probationary Employee Assessment Form

The **probationary employee assessment form sample** provides a structured template to evaluate new hires during their trial period. It helps employers systematically review performance, behavior, and overall fit within the company. Utilizing this form ensures transparent and fair decision-making regarding employee retention.

Employee Information

Employee Name	<div></div>	Position	<div></div>
Department	<div></div>	Date of Hire	<div></div>
Assessment Period	From <div></div> To <div></div>		

Performance Evaluation

Criteria	Excellent	Good	Fair	Poor	Comments
Job Knowledge	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Quality of Work	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Punctuality & Attendance	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Communication Skills	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Dependability	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Strengths

Areas for Improvement

Supervisor's Recommendation

Confirm Appointment Extend Probation Terminate Employment

Comments

Supervisor's Signature	<div></div>	Date	<div></div>
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Employee's Signature	_____	Date	_____
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