

# 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	_____	Position	_____
Department	_____	Date of Hire	_____
Assessment Period	From _____ To _____		

## Performance Evaluation

Criteria	Excellent	Good	Fair	Poor	Comments
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Punctuality & Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

## Strengths

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## Areas for Improvement

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## Supervisor's Recommendation

Confirm Appointment  Extend Probation  Terminate Employment

## Comments

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