

Supervisor Evaluation Form Sample for Probation Evaluation

This **supervisor evaluation form sample** is designed to effectively assess employee performance during the probation period. It provides a structured format for supervisors to evaluate key competencies and overall suitability for the role. Utilizing this form helps ensure a fair and consistent probation evaluation process.

Employee Information

Employee Name:

Job Title:

Department:

Probation Start Date:

Probation End Date:

Performance Evaluation

Competency	Needs Improvement	Meets Expectations	Exceeds Expectations	Comments
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Punctuality & Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Overall Assessment

Overall suitability for the role:

--Select--

Additional Comments:

Supervisor Recommendation

- Confirm Employment
- Extend Probation
- Terminate Employment

Signatures

Supervisor Name:

Supervisor Signature:

Date:

Submit Evaluation

