

HR-Approved Probationary Period Employee Assessment Form

The **HR-approved probationary period employee assessment form** is designed to evaluate an employee's performance during their initial employment phase. This form ensures a structured review process, highlighting key competencies and areas for improvement. It supports effective decision-making on employee retention and development.

Employee Information

Employee Name		Employee ID	
Department		Position	
Supervisor Name		Date of Assessment	
Employment Start Date		Probation End Date	

Performance Evaluation

Key Competency	Rating (1-5)	Comments / Evidence
Job Knowledge & Quality		
Productivity & Efficiency		
Attendance & Punctuality		
Communication Skills		
Teamwork & Cooperation		
Adaptability		
Initiative & Motivation		

Strengths & Areas for Improvement

Employee Strengths:

Areas for Improvement:

Supervisor Recommendations

- Continue Employment
- Extend Probation
- Terminate Employment

Signatures

Employee Signature	<input type="text"/>	Date	<input type="text"/>
Supervisor Signature	<input type="text"/>	Date	<input type="text"/>
HR Representative	<input type="text"/>	Date	<input type="text"/>